

# **Microsoft® Windows Write User's Guide**

**Version 2.0**

Microsoft Corporation

Document Number 050050041-200-R01-0887

# Contents

## **Introduction** vii

About This Guide viii

Getting Started ix

Running Write x

## **1 The Basics** 1

The Write Window 2

Working with Documents 3

Creating a New Document 3

Opening an Existing Document 4

Opening a Document from MS-DOS Executive 5

Opening Documents That Are Not in Write Format 5

Opening More Than One Write Window 6

Saving a Document 7

The Save As Command 8

The Save Command 9

Document Names 9

Saving More Than One Version 9

Saving a Backup Copy 10

Saving in Different Formats 11

Saving to a Different Disk Drive 11

Saving to a Subdirectory 12

Ending a Write Session 12

## **2 Editing a Document** 13

Typing Text 14

Scrolling and Selecting Text 15

Going to a Specific Page 19

Deleting Text 20

Using Clipboard 20

Inserting Text 21

Moving and Copying Text 22

Moving Text 23

Copying Text 24

Moving and Copying Between Write Documents 25

Finding and Changing Text 26

Finding Text 26

Editing Between Finds 27

Changing Text 28

Undoing Your Last Action 30

**3 Formatting Your Work 31**

- Formatting Characters 32
  - Changing Character Styles 33
  - Creating Superscripts and Subscripts 33
  - Fonts 34
- Formatting Paragraphs 39
  - Starting a New Paragraph 40
  - Changing Paragraph Alignment 43
  - Changing Paragraph Line Spacing 44
  - Changing Paragraph Indents 45
  - Formatting Paragraphs with the Ruler 47
- Formatting a Document 49
  - Headers and Footers 50
  - Setting Tabs 54
  - Changing the Page Layout 57

**4 Pasting from Other Applications 59**

- Clipboard 60
- Pasting Graphics from Windows Paint 61
- Pasting Data from a Standard Application 64
- Moving and Sizing a Picture in Write 65
  - Moving a Picture 65
  - Sizing a Picture 67
- Pasting from Write into Another Application 69
- Using Write with Microsoft Word 71
  - Using a Word Document in Write 72
  - Using a Write Document in Word 74

**5 Printing a Document 75**

- Using the Print Command 76
- Hyphenation 77
- Paginating 78
- Changing the Printer 81

**6 Command Summary 83**

- Shortcut Command Keys 84
- The File Menu 85
  - New 85
  - Open 85
  - Save 85
  - Save As 85
  - Print 86
  - Change Printer 86
  - Repaginate 86
  - Exit 86
  - About Write... 86
- The Edit Menu 87
  - Undo 87
  - Cut 87

Copy	87
Paste	87
Move Picture	87
Size Picture	88
The Search Menu	88
Find	88
Repeat Last Find	88
Change	89
Go To Page	89
The Character Menu	89
Normal	89
Bold	89
Italic	90
Underline	90
Superscript	90
Subscript	90
Font Names	90
Reduce Font	90
Enlarge Font	90
Fonts	90
The Paragraph Menu	91
Normal	91
Left	91
Centered	91
Right	91
Justified	91
Single Space	91
1 1/2 Space	91
Double Space	92
Indents	92
The Document Menu	92
Header	92
Footer	92
Ruler On/Off	92
Tabs	93
Page Layout	93

## **Appendix Fonts and the Active Printer 95**

The Active Printer	95
Dot Matrix Printers	96
Daisy Wheel Printers	96
Hewlett-Packard LaserJet Printer	96

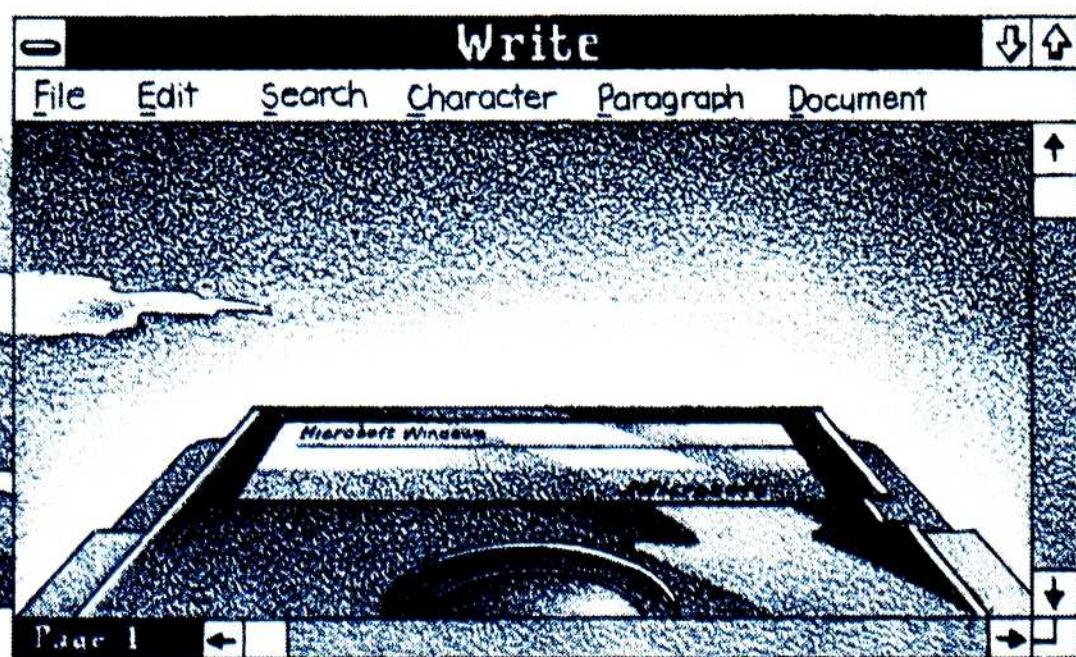
## **Index 97**



# Introduction

Microsoft® Windows Write is a writing program for Microsoft Windows. With Write, you can write, edit, and print all kinds of documents for business and personal use. Because it runs in the Windows environment, Write gives you some unique advantages, such as pasting information or graphics from other applications into your Write documents to make your documents more informative and eye-catching.

Write uses the familiar conventions of the Windows environment: command menus, dialog boxes, icons, and the Windows Control menu. You will find that using Write is a natural extension of using Windows. Write makes it easy to accomplish all your day-to-day writing tasks.



## About This Guide

This manual describes how to use Write to create, format, save, and print documents. It gives you a step-by-step procedure for every task you can perform with Write.

Throughout the manual, you will see sections called "Now Try This." If you want, you can do the exercises in these sections to practice your skills before applying them to your own documents.

The manual is divided into six chapters:

- Chapter 1, "The Basics," introduces you to the Write window and tells you how to open and save documents and how to end a Write session.
- Chapter 2, "Editing a Document," describes how to enter text, scroll through a document, and select text. It also tells you how to insert, delete, move, copy, and find text.
- Chapter 3, "Formatting Your Work," describes how to use Write's formatting abilities to give your documents the appearance you want.
- Chapter 4, "Pasting from Other Applications," describes how to copy text or graphics from other Windows applications into Write documents.
- Chapter 5, "Printing a Document," explains how to print and paginate your documents and how to change printers.
- Chapter 6, "Command Summary," gives a brief description of the Write commands in the order in which they appear on the menus.

An appendix, "Fonts and the Active Printer," describes how Write uses fonts with different types of printers.

If you want to	See
Create or open a document	"Working With Documents" in Chapter 1
Start typing text	"Typing Text" in Chapter 2
Edit a document	Chapter 2, "Editing a Document"
Change the appearance of your document	Chapter 3, "Formatting Your Work"
Paste information from another application into a Write document	Chapter 4, "Pasting from Other Applications"
Edit a Microsoft Word document in Write	"Using Windows Write with Microsoft Word" in Chapter 4
Save a document	"Saving a Document" in Chapter 1
Print a document	Chapter 5, "Printing a Document"
Close the Write window	"Ending a Write Session" in Chapter 1
Learn more about Write commands	Chapter 6, "Command Summary"

You can use Write with or without a mouse. Where appropriate, this manual describes a procedure with the keyboard and with the mouse, so you can learn either or both techniques.

This manual assumes that you already know how to use your Microsoft Windows system, and that you have read the *Microsoft Windows User's Guide*.

## Getting Started

Windows Write includes the following components:

- Windows Write disk
- *Microsoft Windows Write User's Guide*

To run Windows Write, you need Microsoft Windows installed and running on your computer.

For more information on what you need to run Microsoft Windows, see the *Microsoft Windows User's Guide*.

## Running Write

### Running Write

To run Write, follow these steps:

- 1 Start Microsoft Windows.
- 2 If you're running a floppy disk system, insert the Write disk.
- 3 Run the WRITE.EXE program from MS-DOS® Executive.

Store the documents you create with Write on the Write disk. When you have about 50K bytes remaining on your Write disk, you should start a new disk. To do this, copy WRITE.EXE to a new disk, and use that disk for running Write and storing documents.

To copy WRITE.EXE to a new disk, follow these steps:

- 1 Select WRITE.EXE on MS-DOS Executive.
- 2 Select the File menu and choose the Copy command.
- 3 Place a blank, formatted disk in the drive.
- 4 Choose the OK button.

Windows copies WRITE.EXE to the new disk.

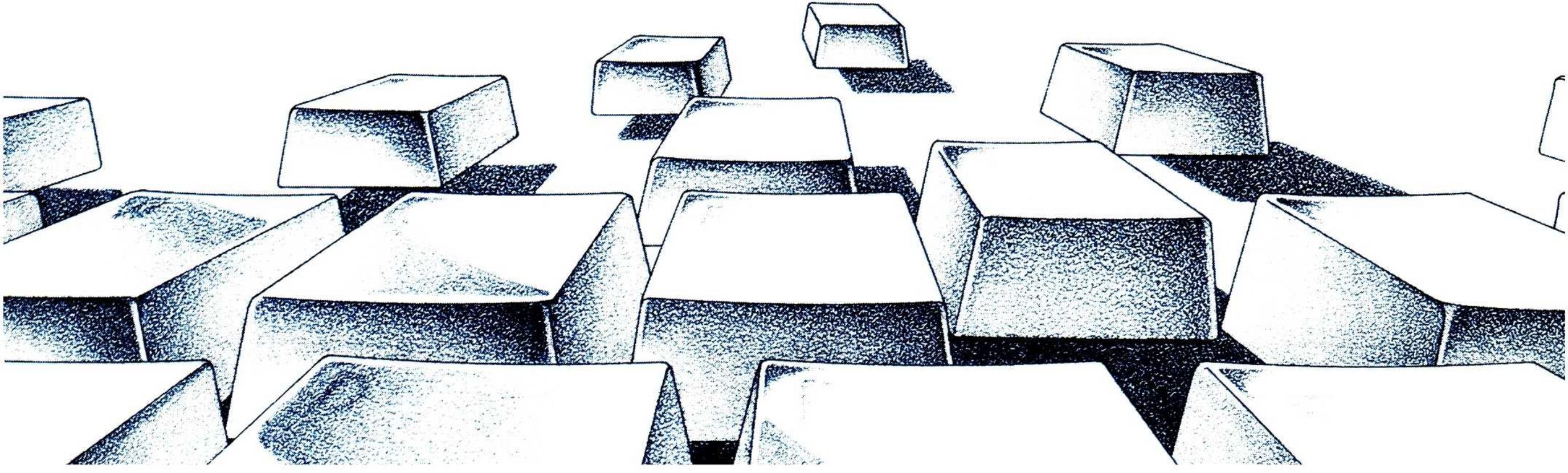
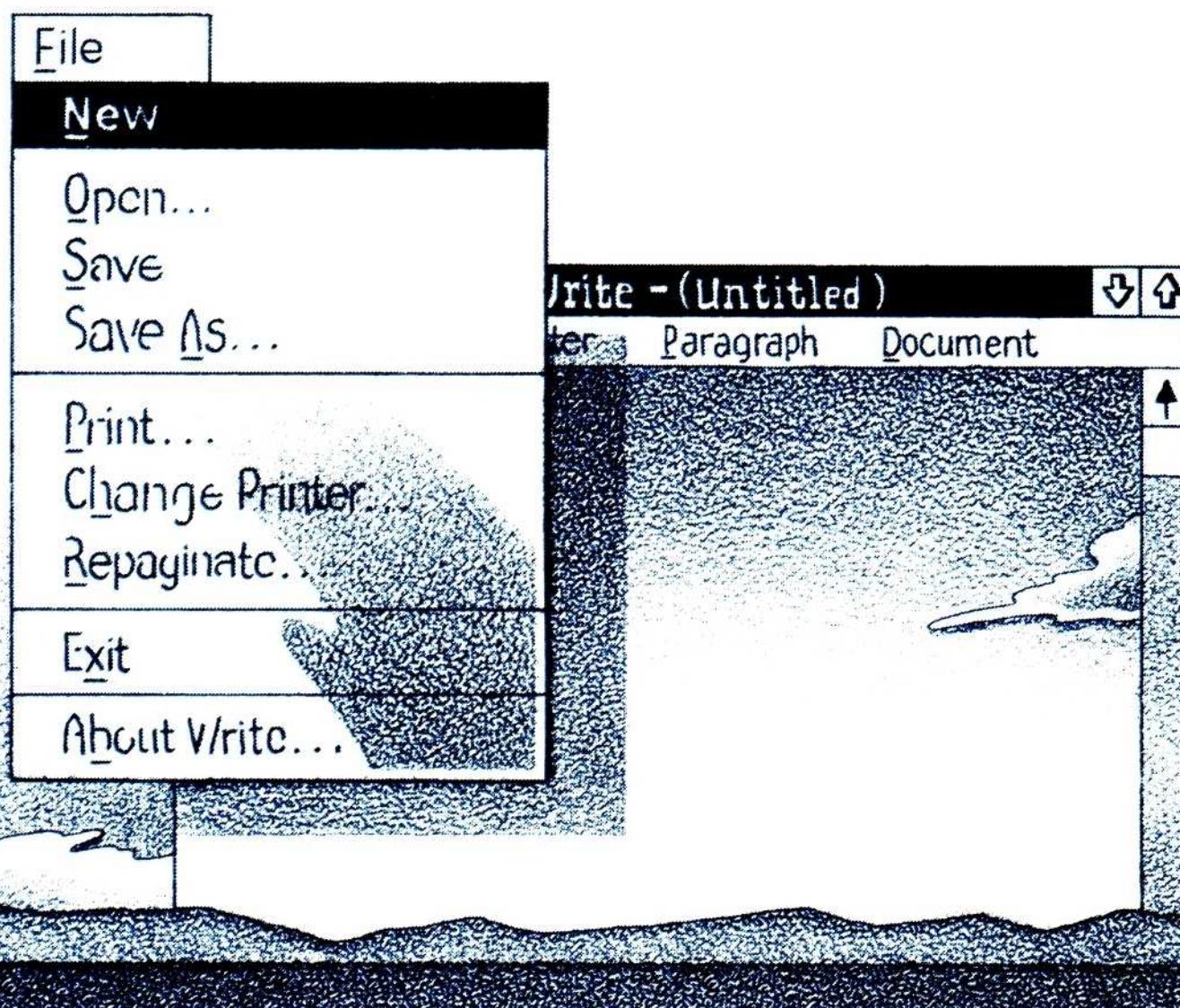
**Warning** Never remove the Write disk while you are in the process of editing a document with Write. There are only two times when you can remove the Write disk without risk of losing your work:

- When the Save As dialog box is on the screen
- When the Open dialog box is on the screen

At these times you can change disks if you want to save your document on a different disk or open a document that is on a different disk. Otherwise, do not remove the Write disk during an editing session.

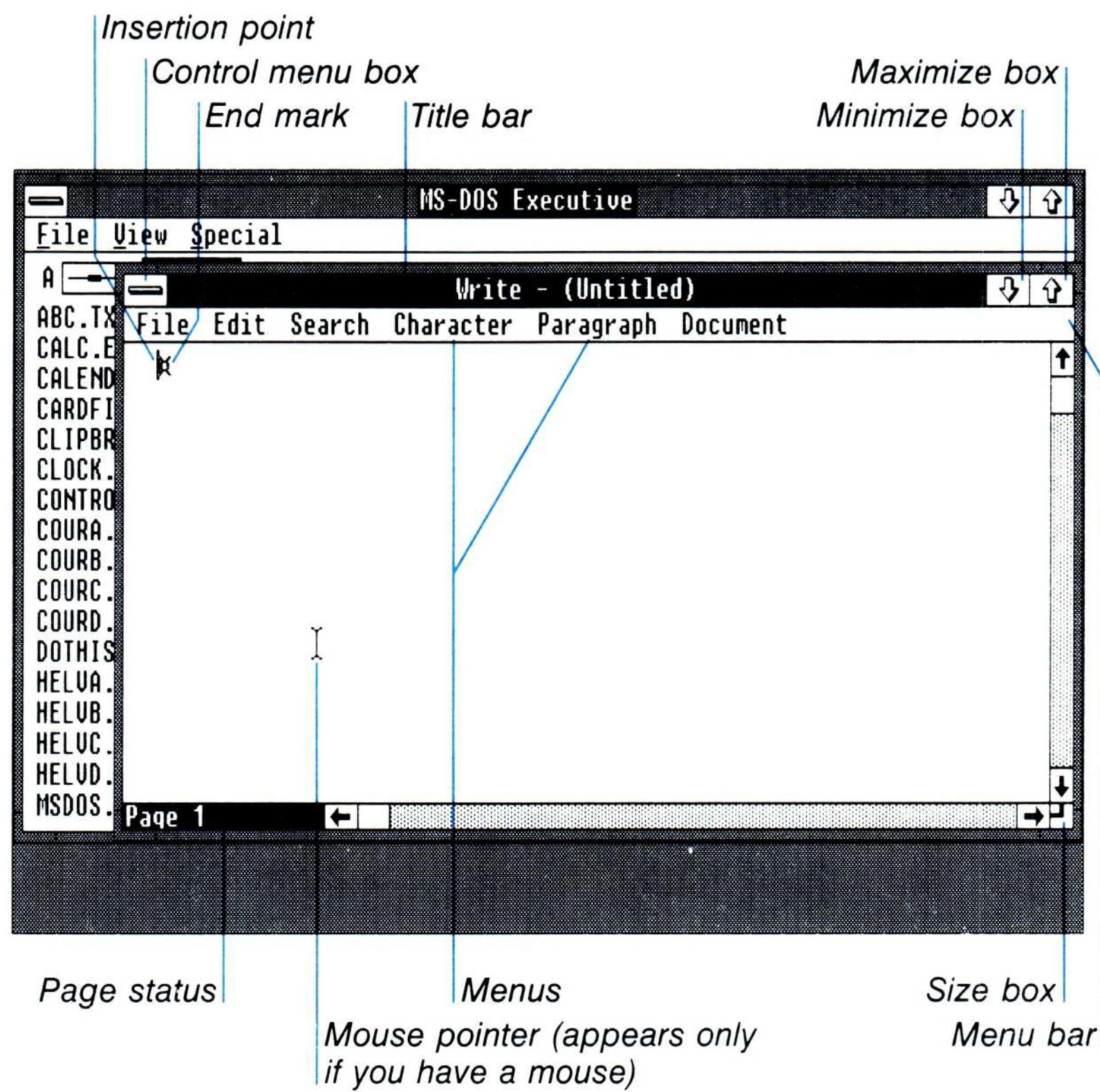
# 1 The Basics

This chapter introduces you to the Microsoft Windows Write window. It also describes how to open a new or existing document, how to save a document on the disk, and how to close the Write window.



## The Write Window

When you start Write, the screen looks like this:



Note that the Write window automatically starts on top of MS-DOS Executive. You will probably want to adjust the placement of these windows in order to take full advantage of the screen area, and create an organization that suits your needs. You can adjust this screen image in three ways:

- By turning MS-DOS Executive into an icon
- By enlarging the Write window
- By moving or sizing the Write Window

To learn how to perform these procedures, see the *Microsoft Windows User's Guide*.

The rest of the Write windows that appear in this guide have been enlarged with the Maximize command.

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## Working with Documents

You can begin working with a document by selecting the File menu and choosing the New command or Open command. The New command creates a new untitled document. The Open command opens a document that is already stored on your disk.

You can also open a new or existing document from MS-DOS Executive.

### Creating a New Document

When you run WRITE.EXE from MS-DOS Executive, Write begins with a new untitled document. While you are using Write, you can create a new document with the New command.

To create a new document from Write, use this procedure:

- Select the File menu and choose the New command.

---

### Creating a new document

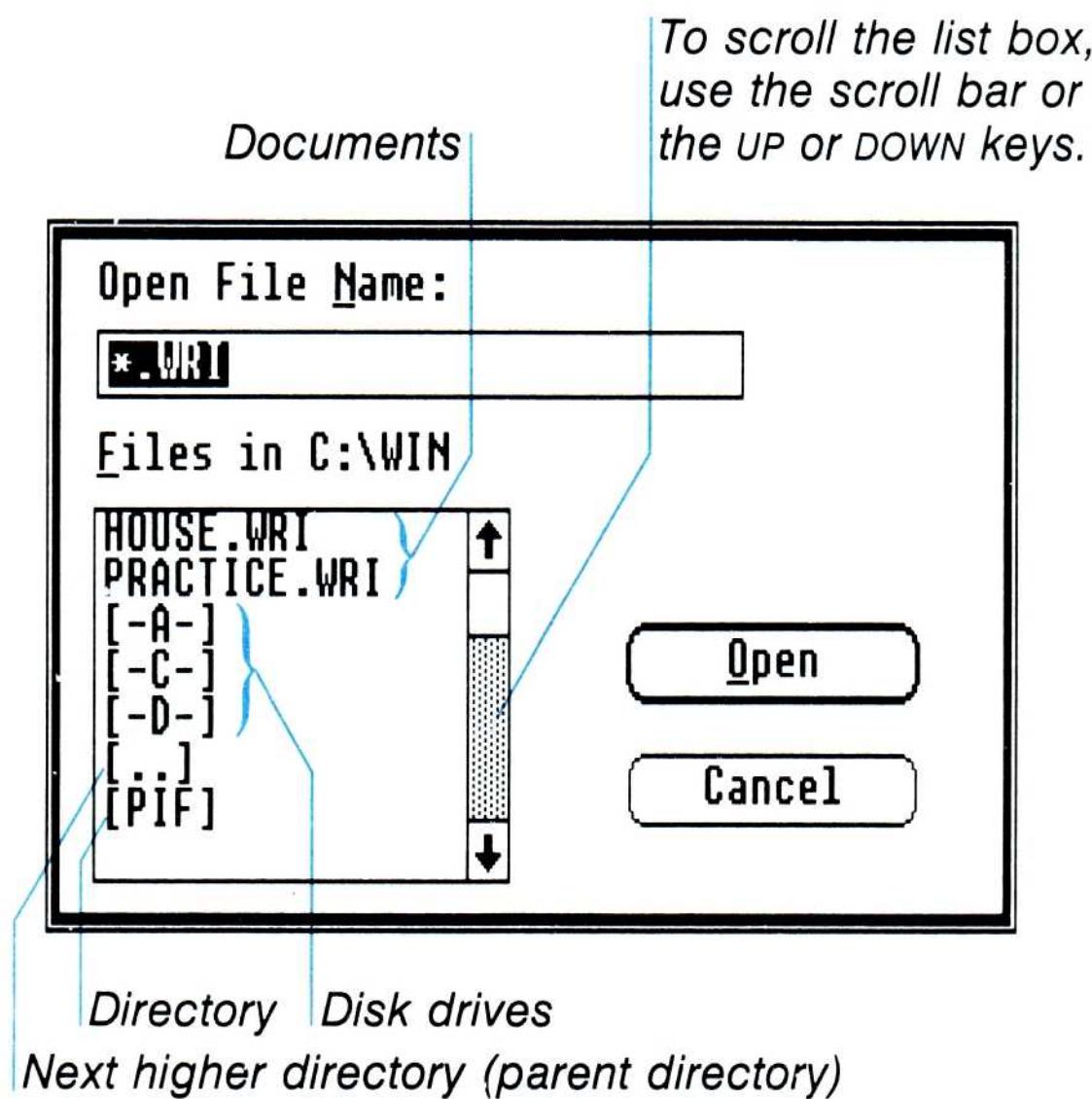
## Opening an Existing Document

With the Open command, you can open a document you have saved. You can also open different disk drives and directories to gain access to documents stored in them.

### Opening an existing document

To open an existing document from Write, follow these steps:

- 1** Select the File menu and choose the Open command.  
You will see this dialog box:



- 2** Select the name of the document you want to open.
- 3** Choose the Open button to complete the command.  
Or, with the mouse, double-click the name of the document you want to open.

If you open a document name, Write opens the document.

If you open a disk drive or directory, Write makes it the default disk drive or directory and displays the contents in the list box. Select again and choose the Open button. This way, you gain access to documents that are not on the active disk drive or in the active directory.

## Opening a Document from MS-DOS Executive

You can also run Write and open a document at the same time from MS-DOS Executive. The document must be stored in the same directory as WRITE.EXE, unless WRITE.EXE is listed in the PATH setting in your DOS AUTOEXEC.BAT file. For more information on placing entries in your AUTOEXEC.BAT file, refer to your DOS manual.

To open an existing document from the MS-DOS Executive, use this procedure:

- Select a Write document name and press the ENTER key.  
Or, double-click the document name with the mouse.

## Opening Documents That Are Not in Write Format

When you try to open a document that was not created in Microsoft Write format, you will see a dialog box that asks if you want to convert the document to Write format (the Windows ANSI character set). Windows uses an 8-bit ANSI character set. This allows you to represent up to 256 characters (0–255). If the document contains characters in the 128–255 range, those characters will probably not be displayed correctly on Windows unless you convert the document to Write format.

Typical documents not in Write format would include the following:

- Microsoft Word documents
- Other non-Windows documents
- Write documents saved as text only, or other Windows documents

There are a couple of things to keep in mind when you convert documents:

- Make sure you back up your work before doing a conversion.
- Do not convert any binary files. In these files, characters above 127 may be related to the program that created the file and therefore cannot be converted.

The following sections describe how to open each type of document.

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### Opening a document from MS-DOS Executive

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### Opening non-Write documents

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## Opening Microsoft Word documents

### Opening a Microsoft Word Document

When you try to open a document that was formatted using Microsoft Word, you will notice that the No Conversion option in the dialog box is grayed. Since Word documents do not use the ANSI character set, they must be converted.

If you have any special graphic characters in your Word-formatted document, they will not be converted. These special graphic characters do not have an equivalent in the ANSI character set. To avoid losing any data, make a backup of your Word-formatted document before converting it.

For Word documents that were saved as text only, select the Convert option. Your document will be converted to the Windows ANSI character set.

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## Opening other non-Windows documents

### Opening Any Other Non-Windows Document

For all other documents that were not created using Windows, select the Convert option. Your document will be converted to the Windows ANSI character set.

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## Opening documents in ANSI format

### Opening a Write Document Saved as Text Only or Other Windows Documents

Documents created by a Windows application are in ANSI format. If you convert, your document will not be displayed correctly. If your document was created using Write and saved as text only, select No Conversion from the dialog box. Follow this same procedure for documents created by any other Windows application.

**Note** If you make a mistake in selecting the Convert/No Conversion option, simply quit Write without saving the file. Your file will be restored to its original status.

## Opening More Than One Write Window

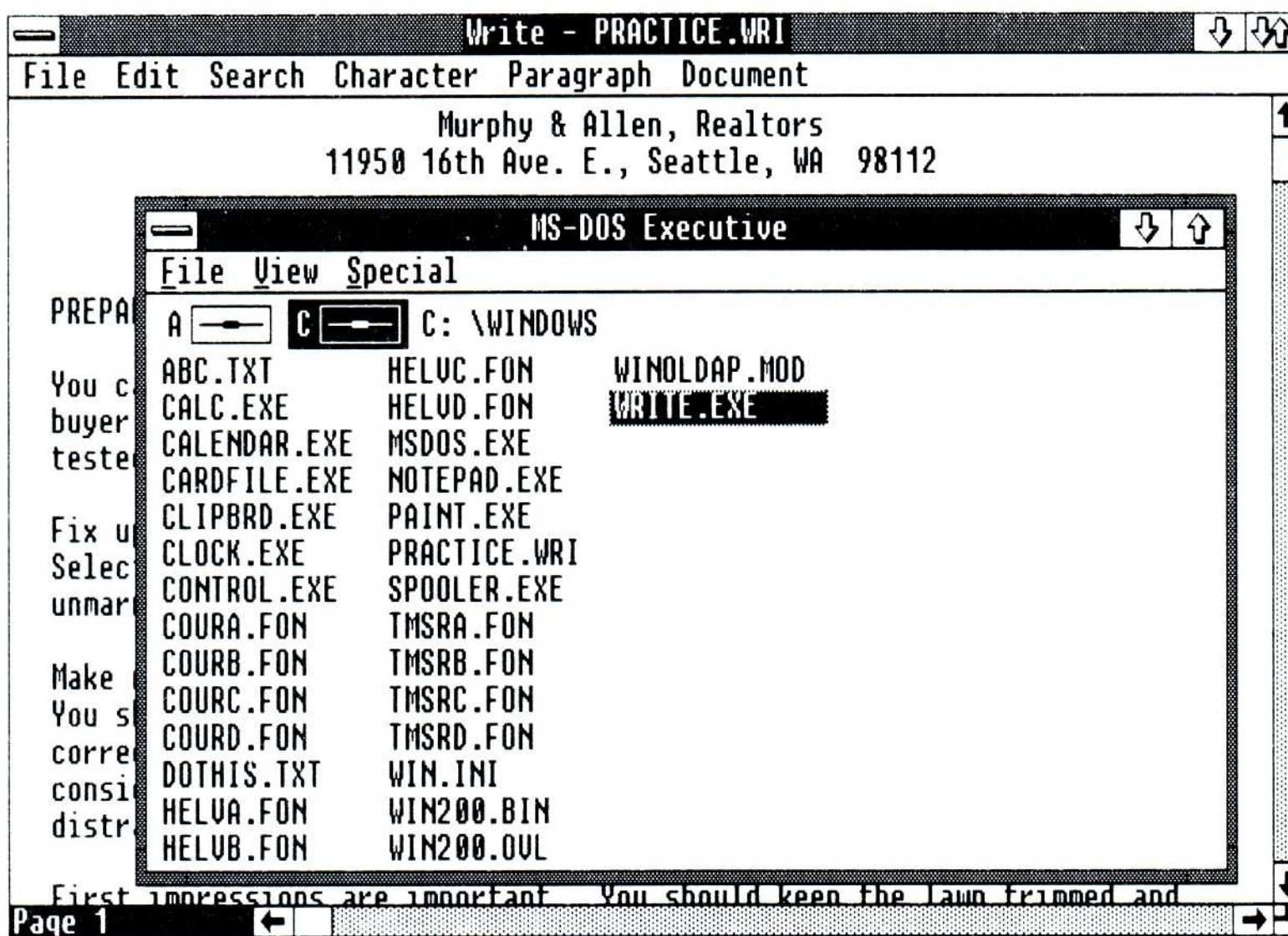
You can have more than one Write window open at a time.

To open an additional Write window, follow these steps:

- 1 Begin with a Write window open on your screen.
- 2 Expand MS-DOS Executive to share the screen with the Write window.
- 3 Select and run WRITE.EXE.

---

## Opening multiple Write windows



4 Open a document in the new Write window.

**Note** If you have the same document open in two different windows, you will see your changes only in the window you are working in. The document will not be updated in the other window unless you close and reopen it.

## Saving a Document

When you save a document, Write stores the latest version of the document on the disk.

You will usually want to save your Write document before you close the Write window or open another document. It is also a good idea to save often while you are working with Write. Saving frequently helps Write perform faster, and it minimizes lost work if there is a power interruption.

There are two Write commands that you can use to save a document: Save As and Save. You use the Save As command if you want to save the changes and modify the status of the document in some way (for example, if you wanted to name or rename the document). You use the Save command to simply save the changes you have made to the document on screen.

## The Save As Command

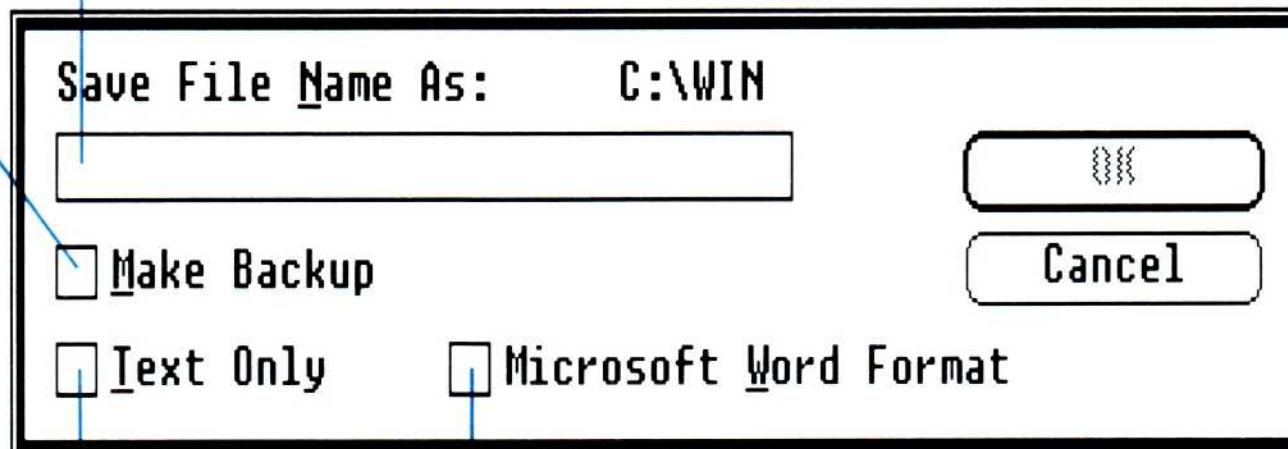
### Using the Save As command

To save a document for the first time, or modify its status, use the Save As command, as follows:

- 1** Select the File menu and choose the Save As command. The Save As dialog box appears.

*Check here to make a backup copy.*

*Type document name here.*



*Check here to save the document in Microsoft Word format.*

*Check here to save without formatting (for example, if your document is a program or will be telecommunicated).*

- 2** Type the name you want the document to have. If the document already has a name, Write proposes that name. See "Document Names," later in this section, for more information.
- 3** Choose the OK button to carry out the command, or press the ENTER key.

While saving, Write briefly displays the number of characters contained in the document. The number appears in the lower-left corner of the window, where the page status usually appears. After saving, Write returns to the document so you can resume working.

**Note** If a file of the same name already exists in the directory, Write asks if you want to replace the existing file. Choose the Yes button only if you want to delete that file and replace it with the document you are saving. Otherwise, choose the No button and type a different document name.

## The Save Command

To save a document as it appears on screen, use this procedure:

- Select the File menu and choose the Save command.

Windows saves the file to disk automatically, without displaying a dialog box. If the document does not have a name, you will see the Save As dialog box. Follow the steps described in the Save As command.

## Document Names

Keep in mind the following guidelines when you create a name for a Write document:

- The characters in a document name can be letters or numbers. You can enter the letters in upper or lower case, but Write always displays them in upper case.
- A name can have up to eight characters, plus an extension. An extension always begins with a period and can have up to three characters.
- Write automatically adds the extension .WRI for you. This extension is a good way to identify all your Write documents. If you add your own extension when you save the document, or if you just end the name with a period, Write does not add .WRI.
- If you select the Microsoft Word Format option and don't type an extension, Write automatically adds the extension .DOC. If you add your own extension when you save the document, or if you end the filename with a period, Write does not add .DOC.

## Saving More Than One Version

If you change a document, but want to keep the old version on the disk as well as the new version, you can use the Save As command to give the new version a slightly different name. For example, the new version of RESUME.WRI could be named RESUME2.WRI.

To save more than one version of a document, follow these steps:

- Select the File menu and choose the Save As command.

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## Using the Save command

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## Creating document names

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## Saving additional versions

- 2 Type the name for the new version of the document in the text box.
- 3 Choose the OK button to carry out the command.

## Saving backup copies

## Saving a Backup Copy

When you save a file in Write, the Make Backup check box is selected by default. This ensures that you make a backup copy each time you work with an existing document. If you converted the document to Write format when you opened it, the backup will be the original (unconverted) document.

**Note** When you save a Write document as a Word document, any pictures will disappear.

## Making a backup of a Write document

### Backing Up a Write Document

When making a backup of an existing Write document (extension .WRI), you can choose to do any of the following:

- Save the document as a Windows Write document. The backup file has the extension .BKP.
- Save the document as a Microsoft Word-formatted document. The backup file has the extension .BKP.
- Save the document as a Microsoft Word-formatted document, but delete the extension proposed by the Save dialog box (.WRI). The document will be saved with the extension .DOC. The backup file will have the extension .WRI. The backup is the original Write-formatted document.

## Making a backup of a Microsoft Word document

### Backing Up a Microsoft Word Document

When making a backup of an existing Microsoft Word document (extension .DOC), you can do one of the following. (Since it is a Microsoft Word document, you can assume you converted it to the Write ANSI format when you opened it.)

- Save the document as a Microsoft Word-formatted document. The backup file will have the extension .BAK.
- Save the document as a Windows Write document. The backup file will have the extension .BAK.
- Save the document as a Windows Write-formatted document, but delete the extension proposed by the Save dialog box (.DOC). The document will be saved with the extension .WRI. The backup file will have the extension .DOC. The backup is the original Microsoft Word-formatted document.

## Saving in Different Formats

You have four formatting choices when saving a Write document:

- Save the document as a Write-formatted document.  
Choose the Save button or press the ENTER key.
- Save the document as a Microsoft Word-formatted document.  
Select the Microsoft Word Format check box, then choose the Save button or press the ENTER key. The document will be saved as Microsoft Word-formatted text.

**Note** When you save a Write document as a Word document, any pictures will disappear.

- Save the document without formatting (as a Windows ANSI text file).  
Select the Text Only check box, then choose the Save button or press the ENTER key.
- Save the document as a Microsoft Word text file (non-formatted).  
Select both the Text Only and Microsoft Word Format check boxes, then choose the Save button or press the ENTER key.  
Your document will not be saved in the Windows ANSI format.

## Saving to a Different Disk Drive

Normally, Write saves documents to the active disk drive, which is the drive containing WRITE.EXE. If you have a hard disk, you can save to a different disk drive by preceding the document name with the drive letter and a colon.

**Note** If you have a two-drive floppy disk system, do not save to a different disk. You must always save your documents on the Write disk. If you have a hard disk system you may save to a disk in drive A or B.

## Saving a Write document in different formats

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**Saving to a different disk drive**

To save to a different disk, follow these steps:

- 1** Select the File menu and choose the Save As command.
- 2** Type the name of the document preceded by a letter and colon for the drive you want to save to.  
For example, type *b:resume.wri* to save RESUME.WRI on the disk in drive B.
- 3** Choose the OK button to carry out the command.

## Saving to a Subdirectory

Normally, Write saves documents to the active directory. You can save a document to a subdirectory by preceding the document name with a subdirectory name and a backslash.

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**Saving to a subdirectory**

To save to a subdirectory, follow these steps:

- 1** Select the File menu and choose the Save As command.
- 2** Type the subdirectory name, a backslash, and the document name.  
For example, type *jobs\resume.wri* to save the document RESUME.WRI in the subdirectory JOBS. JOBS must be a subdirectory in the active directory.
- 3** Choose the OK button to carry out the command.

The subdirectory you specify must already have been created with MS-DOS. Write will not create the subdirectory for you.

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## Ending a Write Session

When you are finished using Write, close the Write window.

To close the Write window, use this procedure:

- Choose Exit from the File menu.  
Or, double-click the Window menu box with the mouse.

If you have unsaved changes in the document, Write asks if you want to save them before closing.

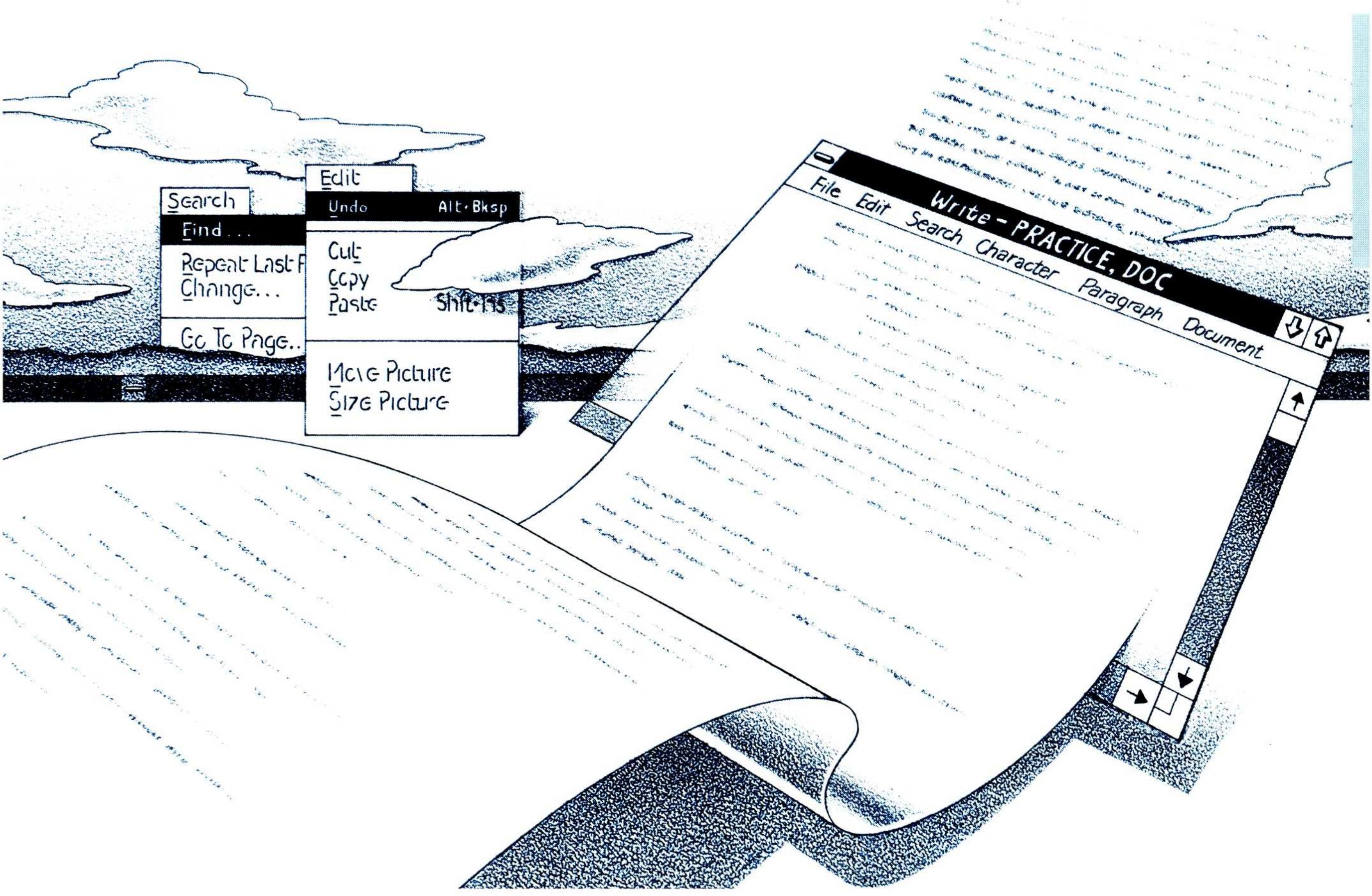
If you end the Windows session without closing the Write window, Windows closes it for you. If you have unsaved changes in a Write document, Windows asks if you want to save them before ending the session.

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**Closing the Write window**

## 2 Editing a Document

This chapter tells you how to type and edit text with Microsoft Windows Write. Editing techniques include deleting, inserting, moving, and finding text. You can practice each technique by working through the sections called "Now Try This."



## Typing text into a document

# Typing Text

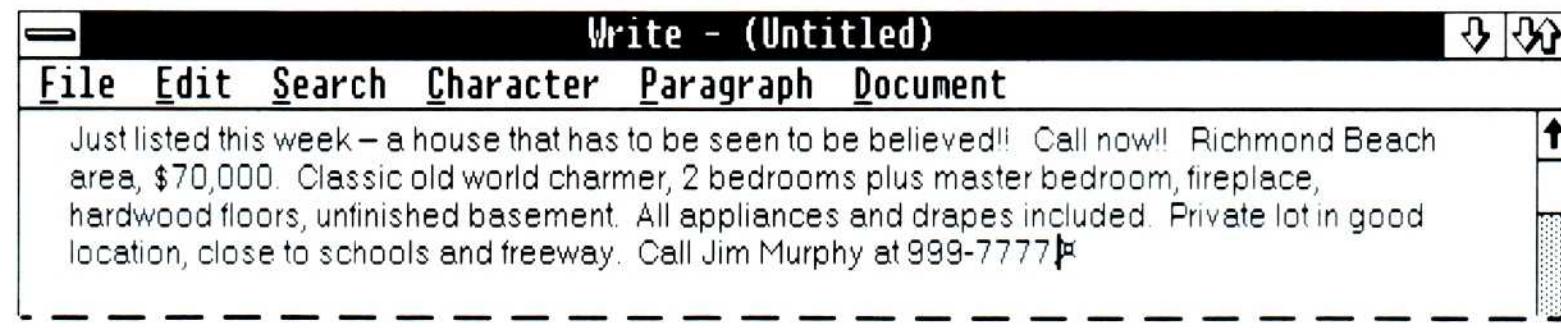
To type text with Write, start the program, then start typing. There are several things to keep in mind:

- As you type, text appears to the left of the blinking insertion point.
- If you make a typing mistake, press the BACKSPACE key. It erases characters as it backs over them.
- Press the ENTER key only when you want to begin a new paragraph, leave some blank lines, or begin a new line before you reach the right margin.

You do not need to press the ENTER key when you reach the end of each line because Write automatically starts the next line for you. This is called wordwrap. Each time you reach the right margin, the insertion point and the word you are typing automatically move to the next line.

## Now Try This

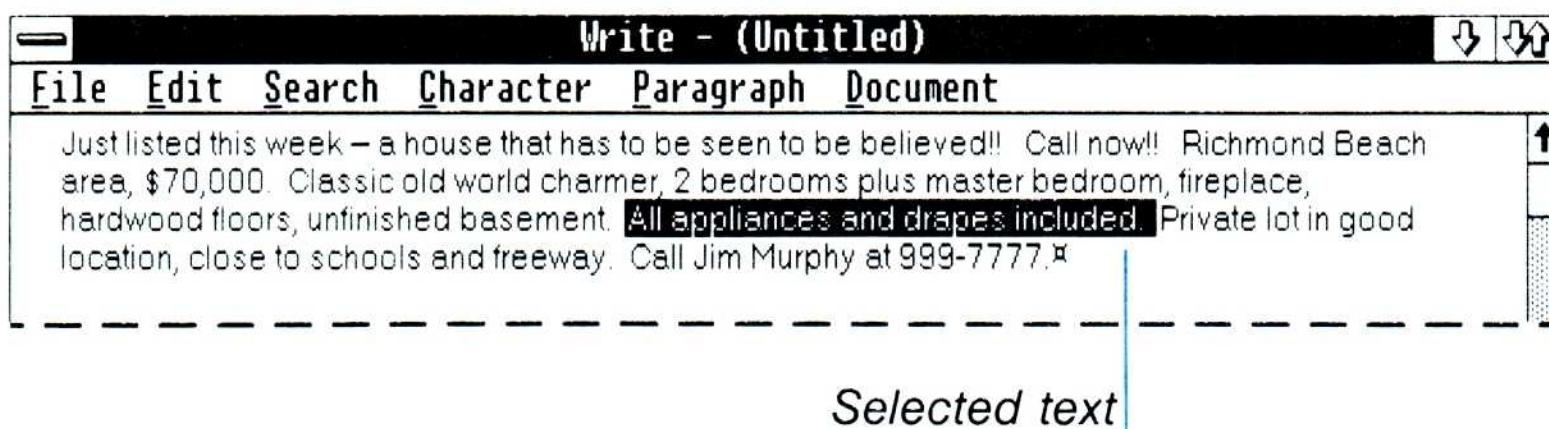
- 1 Start Write as described in the Introduction.
- 2 Type the following paragraph. Do not press the ENTER key as you type. To erase typing mistakes, press the BACKSPACE key.



The text on your screen may not look exactly like the text shown here. This is because Write displays text in different fonts, depending on the active printer. For more information, see the Appendix, "Fonts and the Active Printer."

## Scrolling and Selecting Text

Scrolling is the process of moving the document text through the window. Selecting is the process of highlighting text on the screen. You want to be able to scroll efficiently so you can go where you want in the document. You want to be able to select text easily because many commands and actions with Write require you to first select text.



The following sections describe how to move the insertion point, scroll a document, and select text with the keyboard.

### Moving the Insertion Point

To move	Press	Moving the insertion point
Left, right, up, or down	DIRECTION key: LEFT, RIGHT, UP, or DOWN	
To the next or previous word	CONTROL + RIGHT or CONTROL + LEFT	
To the beginning or the end of the line	HOME or END	
To the next or previous sentence	GOTO + RIGHT or GOTO + LEFT (The GOTO key is the 5 on the keypad.)	
To the next or previous paragraph	GOTO + DOWN or GOTO + UP (The GOTO key is the 5 on the keypad.)	
To the top or bottom of the window	CONTROL + PAGE UP or CONTROL + PAGE DOWN	
To move continuously, press and hold down the key or key combination. The document scrolls as necessary.		

## Scrolling

### Scrolling

To scroll	Press
Down or up one window	PAGE DOWN OR PAGE UP
To the beginning or end of the document	CONTROL + HOME OR CONTROL + END
To the next or previous page	GOTO + PAGE DOWN OR GOTO + PAGE UP (The GOTO key is the 5 on the keypad.)

To scroll continuously, press and hold down the key or key combination.

For more information on printed pages, see Chapter 5, "Printing a Document."

## Selecting Text

To select text, hold down the SHIFT key while holding down any key combination that scrolls or moves the insertion point. The SHIFT key indicates that you want to highlight the text as you move over it.

### Selecting text

To select	Press
Characters	SHIFT + LEFT or SHIFT + RIGHT
Words	SHIFT + CONTROL + LEFT or SHIFT + CONTROL + RIGHT
Lines	SHIFT + UP or SHIFT + DOWN

## Now Try This

Practice moving the insertion point, scrolling, and selecting text in the real estate listing you typed.

- Press and hold down a DIRECTION key to move the insertion point continuously.
- Press the HOME or END key to move the insertion point to the beginning or end of a line.
- Press GOTO + LEFT to move to the previous sentence, and press GOTO + RIGHT to move to the next sentence.
- Press CONTROL + HOME or CONTROL + END to move the insertion point to the beginning or end of the document.

- Press PAGE DOWN to scroll down to the next window, and press PAGE UP to scroll back up.
- Press and hold down the SHIFT+DIRECTION keys to select some text.

The following sections describe how to move the insertion point, scroll a document, and select text with the mouse.

### Moving the Insertion Point

To move the insertion point to a new position on the screen, use the following procedure:

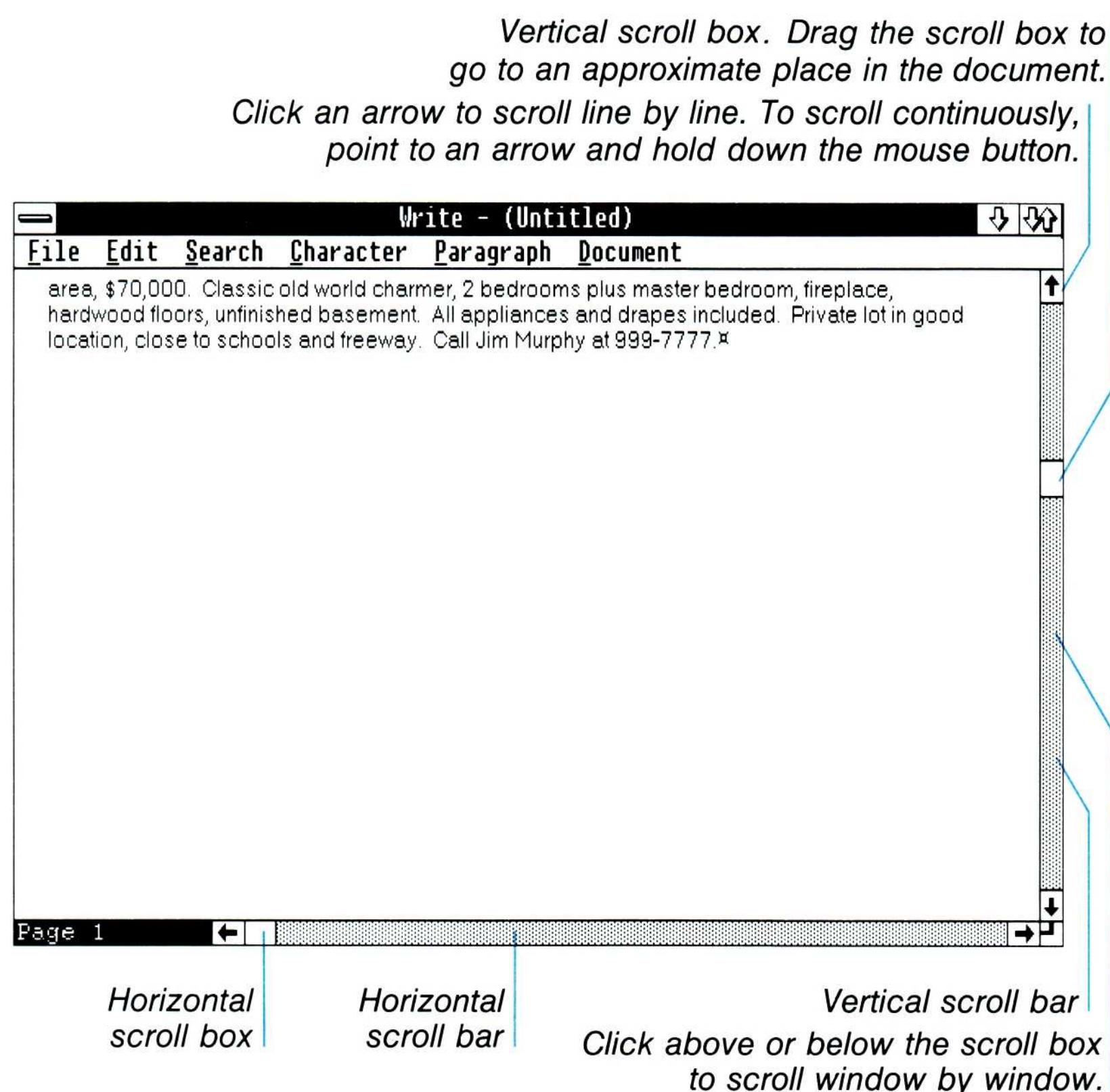
- Position the mouse pointer and click the mouse button.

### Scrolling and selecting text



### Scrolling

To scroll with the mouse, use the scroll bars on the bottom and right side of the Write window.

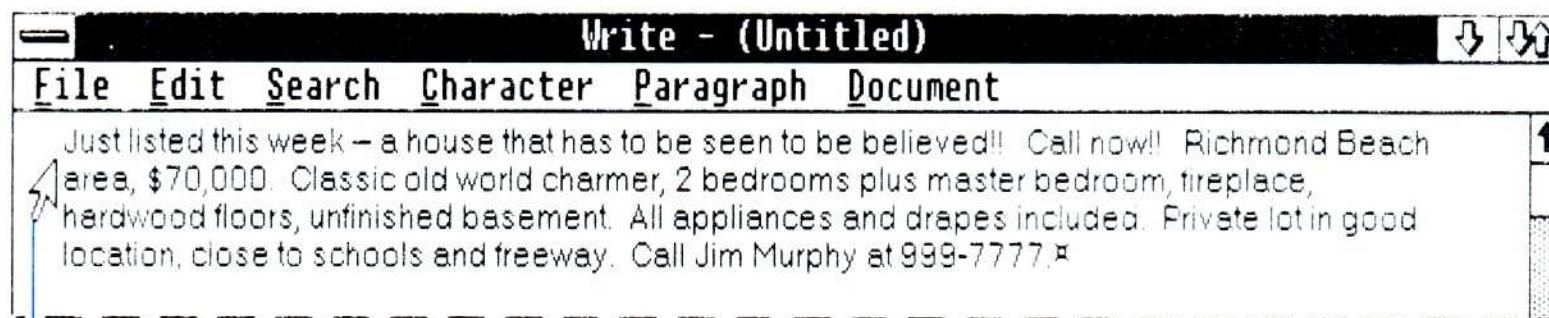


## Selecting Text

To select	Do this
Any text	Point to where you want to begin selecting text and press the mouse button. Drag over the text you want to select. Release the mouse button.
Words	Point to a word and double-click to select it. Hold the mouse button down after the second click and drag to extend the selection a word at a time.
Between points	Point to the starting place for the selection and click. Move the insertion point to a stopping place, hold down the SHIFT key, and click.

## Selecting with the Selection Bar

The far left edge of the window is called the selection bar. In the selection bar, the mouse pointer changes to an arrow that slants to the right. The selection bar provides some additional options for selecting text.



To select	Do this
By the line	Move to the selection bar and point to a line. Click to select the line. Drag to select more than one line.
By the paragraph	Move to the selection bar and point to a paragraph. Double-click to select the paragraph. Hold the mouse button down after the second click and drag to extend the selection a paragraph at a time.

## Using the selection bar

To select	Do this
Between points	Use the selection bar to select a line or paragraph. Move to another line or paragraph on the selection bar, press the SHIFT key, and click. Write selects all lines or paragraphs between the two points.
The entire document	Move to the selection bar, press the CONTROL key, and click.

### Now Try This

Practice moving the insertion point, scrolling, and selecting text with the mouse in the real estate listing you typed.

- Position the mouse pointer anywhere in the document and click the mouse button to move the insertion point there.
- Click below the scroll box on the vertical scroll bar to scroll down to the next window, and click above the scroll box to scroll back up.
- Position the mouse pointer anywhere in the document and drag over some text to select it.
- Position the mouse pointer in the selection bar and drag to select some lines.

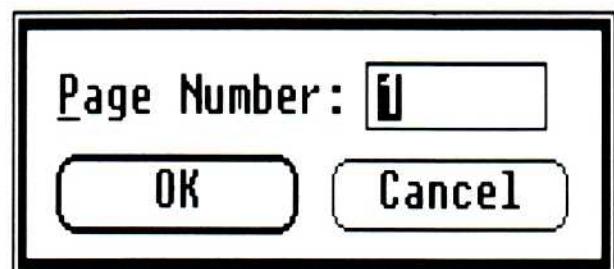
### Going to a Specific Page

You can also scroll to a specific page number with the Go To Page command. The Go To Page command only works when you have divided the document into pages. You divide a document into pages by printing it or by choosing the Repaginate command from the File menu. For more information on paginating, see Chapter 5, “Printing a Document.”

To go to a specific page, follow these steps:

- 1 Select the Search menu and choose the Go To Page command, or press the F4 key.

You will see this dialog box:




---

### Going to a specific page

- 2** Type the page number that you want to go to.
- 3** Choose the OK button to carry out the command.

## Deleting Text

There are four ways to delete text with Windows Write:

- With the BACKSPACE key
- With the DELETE key
- With the Cut command
- By typing over text you have selected

### Deleting text

To delete	Do ONE of these
One character	Place the insertion point to the right of the character and press the BACKSPACE key. Place the insertion point to the left of the character and press DELETE.
More than one character	Select the text, then choose Cut or press SHIFT + DELETE. Select the text, then start typing. The selected text is deleted and the text you type is inserted in its place.

When you delete a selection with the Cut command or with SHIFT + DELETE, you remove the text from the document and put it on Clipboard.

## Using Clipboard

### Using Clipboard

Clipboard holds information that you delete or copy from applications running with Windows. While text is on Clipboard, you can paste it elsewhere on your Write document. You can also paste the contents of Clipboard onto another Write document or onto another Windows application.

When you put information on Clipboard, it stays there until you choose Cut or Copy again. Pasting the information from Clipboard onto a document or other application does not remove the contents of Clipboard. You can also use Clipboard to move or copy

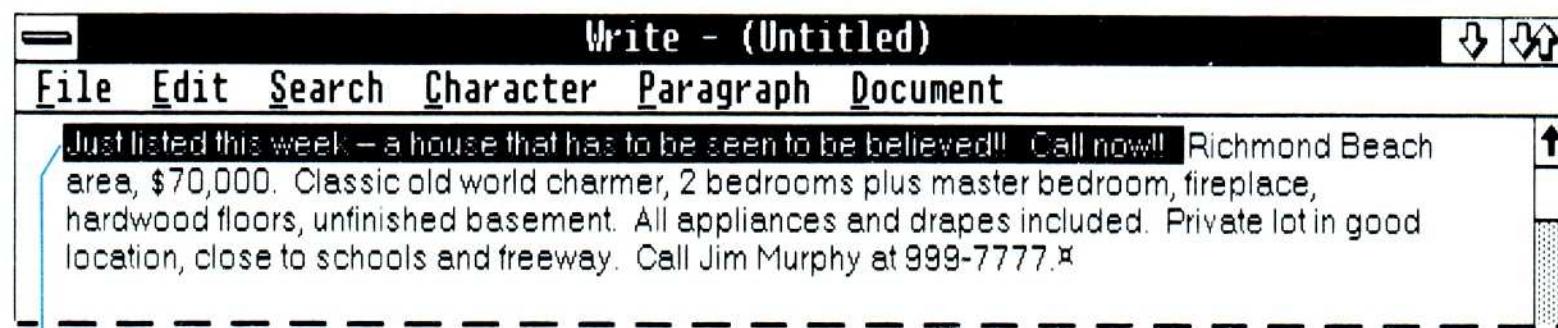
graphics and text into your Write document from other Windows applications. For more information, see Chapter 4, “Pasting from Other Applications.” For more information on pasting text from Clipboard, see “Inserting Text” and “Moving and Copying Text” later in this chapter.

If you wish, you can expand Clipboard to see its contents. To do so, run CLIPBRD.EXE from MS-DOS Executive. For more information about Clipboard, see the *Microsoft Windows User’s Guide*.

### Now Try This

Delete sentences from the real estate listing by following these steps:

- 1** Select the first two sentences in the paragraph, as shown.
- 2** Select the Edit menu and choose the Cut command, or press the DELETE key.



*Choose Cut to delete the selected text, or press the DELETE key.*

---

## Inserting Text

There are two ways that you can insert text in your document:

- By typing the text
- By inserting text from Clipboard

To insert text by typing, follow these steps:

- 1** Move the insertion point to where you want to insert the text.
- 2** Type the text.

The text to the right of the insertion point moves over as you type the new text.

---

### Inserting text by typing

## Inserting text from Clipboard

To insert text from Clipboard, follow these steps:

- 1 Move the insertion point to where you want to insert the text.
- 2 Select the Edit menu and choose the Paste command, or press the INSERT key.

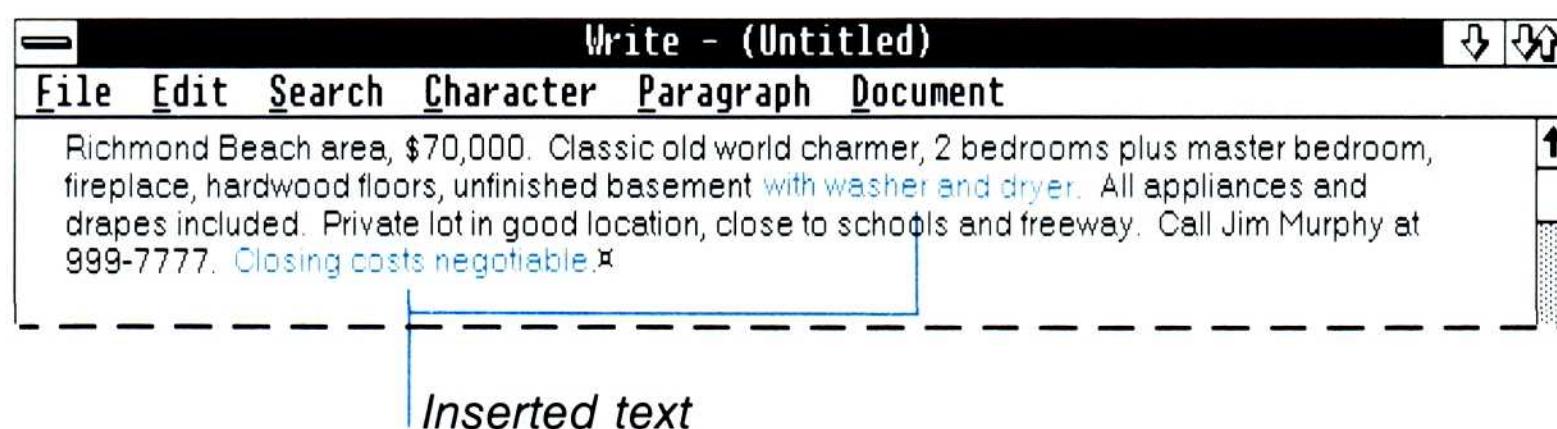
For more information about Clipboard, see the sections "Deleting Text" and "Moving and Copying Text" in this chapter.

For information on inserting graphics into your document, see Chapter 4, "Pasting from Other Applications."

### Now Try This

Insert text in the real estate listing by following these steps:

- 1 Position the insertion point before the period (.) following "basement".
- 2 Press the SPACEBAR, then type *with washer and dryer*
- 3 To insert text at the end of the document, position the insertion point before the end mark. Press the SPACEBAR and type *Closing costs negotiable*.



## Moving and Copying Text

Moving text means that you delete it from its original location in a document and insert it at a new location. Copying text means that you take a copy of some text without deleting the original text, and insert it at another location. Both actions use Clipboard to hold the text while you move or copy it.

You can move or copy text

- Within a document
- Between Write documents
- Between Write and other Windows applications

## Moving Text

To move text, follow these steps:

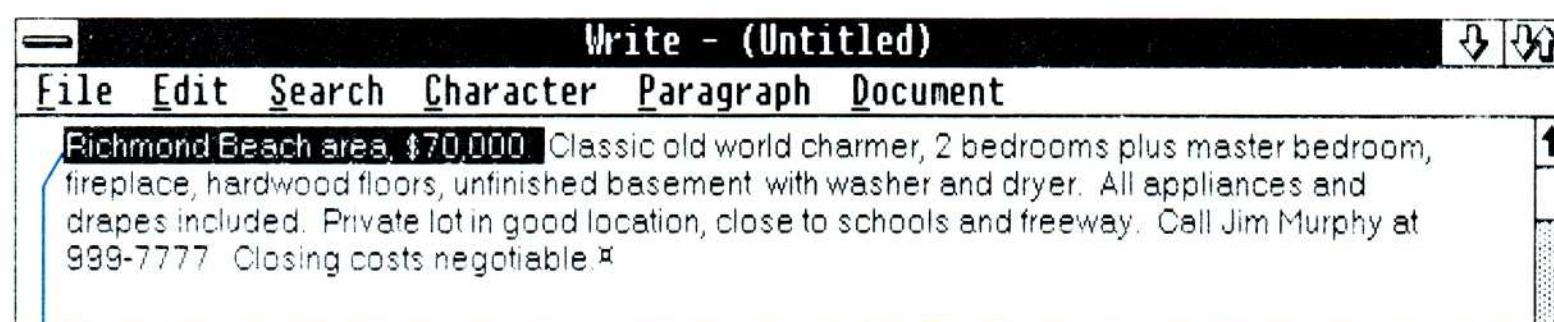
### Moving text

- 1** Select the text.
- 2** Select the Edit menu and choose the Cut command, or press SHIFT + DELETE.
- 3** Position the insertion point where you want to move the text.
- 4** Select the Edit menu and choose the Paste command, or press SHIFT + INSERT.

## Now Try This

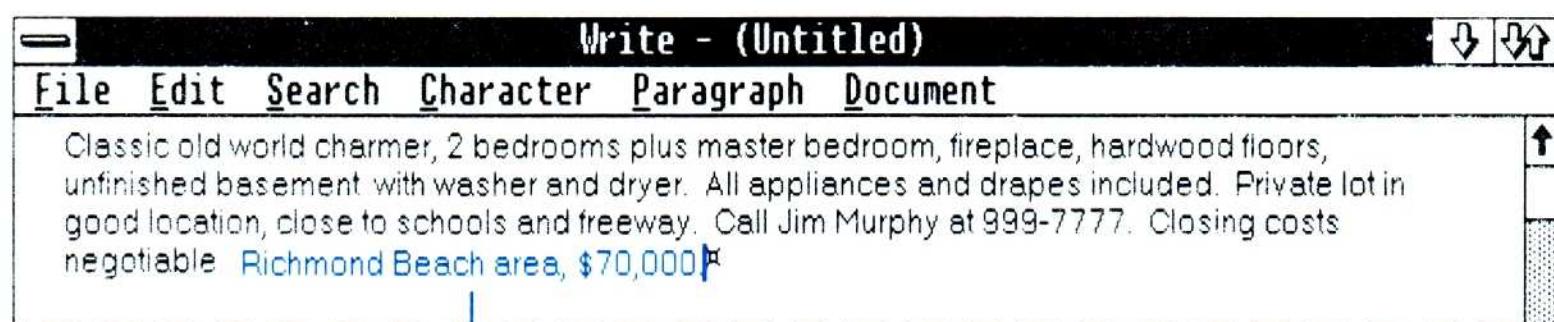
Move a sentence from one part of the real estate listing to another by using the following procedure:

- 1** Select the text as shown.



*Choose Cut to delete the selected text to Clipboard.*

- 2** Select the Edit menu and choose the Cut command.
- 3** Move the insertion point to just before the end mark.
- 4** Select the Edit menu and choose the Paste command.



*With the Paste command, you inserted this text from Clipboard.*

## Copying Text

### Copying text

To copy text, follow these steps:

- 1 Select the text.
- 2 Select the Edit menu and choose the Copy command, or press CONTROL + INSERT.
- 3 Position the insertion point where you want to insert the text.
- 4 Select the Edit menu and choose the Paste command, or press SHIFT + INSERT.

Repeat steps 3 and 4 to make additional copies of the text.

**Note** A copy of the text remains on Clipboard until the next time you choose the Cut or Copy command. Clipboard holds only the text from the most recent Cut or Copy command. If you cut or copy again before you insert, your original text will be lost from Clipboard.

If you have a mouse, you can use the following shortcut methods for moving and copying text.

### Moving text



To move text with the mouse, follow these steps:

- 1 Select the text you want to move.
- 2 Point to where you want to insert the text.
- 3 Hold down the SHIFT and ALT keys.
- 4 Click the mouse button.

Write cuts the selected text and inserts it at the new location.

### Copying text



To copy text with the mouse, follow these steps:

- 1 Select the text you want to copy.
- 2 Point to where you want to copy the text.
- 3 Hold down the ALT key.
- 4 Click the mouse button.

Write copies the selected text and inserts it at the new location.

## Moving and Copying Between Write Documents

You can move and copy text from one document to another. The procedures are similar to moving and copying within a document.

To move text between documents, follow these steps:

- 1 Select the text you want to move.
- 2 Select the Edit menu and choose the Cut command, or press SHIFT + DELETE.
- 3 Open the document you want to move the text to.
- 4 Place the insertion point where you want to insert the text in the new document.
- 5 Select the Edit menu and choose the Paste command, or press SHIFT + INSERT.

---

### Moving text between documents

To copy text between documents, follow these steps:

- 1 Select the text you want to copy.
- 2 Select the Edit menu and choose the Copy command, or press CONTROL + INSERT.
- 3 Open the document you want to copy the text to.
- 4 Place the insertion point where you want to insert the text in the new document.
- 5 Select the Edit menu and choose the Paste command, or press SHIFT + INSERT.

---

### Copying text between documents

**Note** If you cut or copy text from a Write window to Clipboard and then close the window, the formatting for the text on Clipboard will be lost.

You can also paste text and graphics from other applications into your Write documents. For more information, see Chapter 4, “Pasting from Other Applications.”

## Finding and Changing Text

You can easily locate text and change it with the commands in the Search menu. You can

- Search for text up to 255 characters in length.
- Change all occurrences of the text in a document.
- Change only those occurrences you want to.

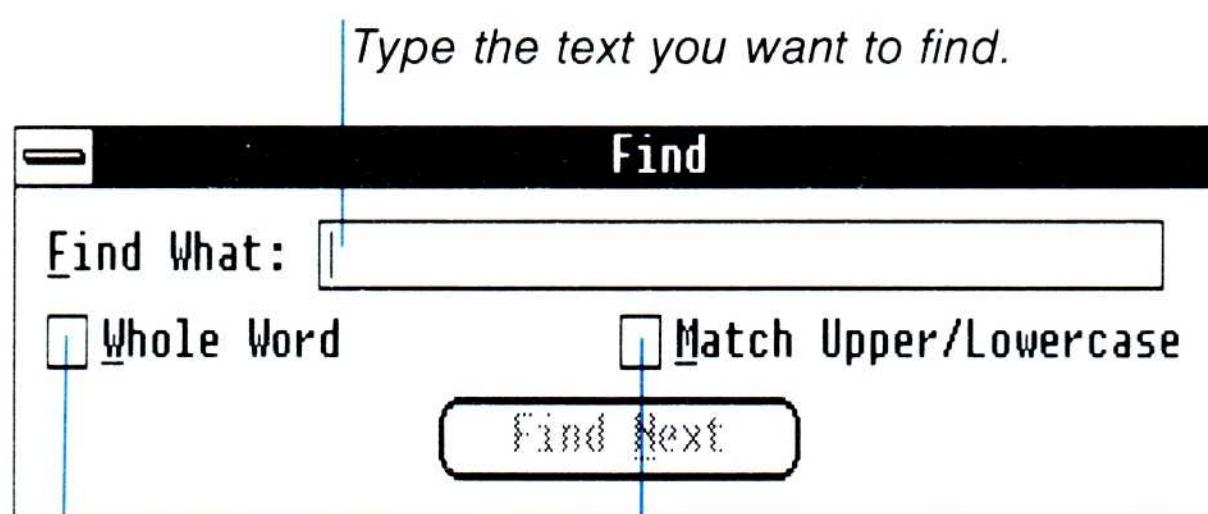
### Finding Text

Use the Find command to look for a character, word, or group of characters or words. The Find command starts at the insertion point or at the end of the selection and goes to the end of the document. Then Find goes back to the beginning of the document and continues searching to the insertion point or to the end of the selection.

#### Finding text

To find text, follow these steps:

- 1 Select the Search menu and choose the Find command.  
You will see this dialog box:



*Check to find separate occurrences only. Otherwise, Write finds, for example, "main" in "remainder."*

*Check to match capitalization exactly. Otherwise, Write finds, for example, "Main" and "main."*

- 2 Choose the Find Next button to start the search, or press the ENTER key.

Write searches for the text and selects the first occurrence, if there is one. If there are no occurrences of the text in the document, you see a dialog box that says "Search text not found."

To continue the search after an occurrence is selected, use this procedure:

- Choose the Find Next button again.

When all occurrences of the search text have been found, you see a dialog box that says “Search complete.”

You can search for text using a question mark (?) to match any single character. For example, if the search text is hea?, you might find “head,” “heal,” “heap,” “hear,” or “heat.”

To search for text that includes spaces, tabs, paragraph marks, and page breaks, type these special characters in the search text:

Type	To stand for
<sup>^</sup> w	White space. Searches for any combination of spaces, tab characters, paragraph marks, and page breaks.
<sup>^</sup> t	Tab character.
<sup>^</sup> p	Paragraph mark.
<sup>^</sup> d	Page break.

**Note** You can also use the preceding characters (except for <sup>^</sup>w) when you find and change text with the Change command. For more information, see “Changing Text” later in this chapter.

When you are finished finding text, close the Find dialog box.

To close the Find dialog box, use the following procedure:

- Press the ESCAPE key, or select the Control menu on the Find dialog box, and choose the Close command.

## Editing Between Finds

Often you want to edit the document after you find each occurrence of the search text. You can either press ALT + F6 to switch between the Find (or Change) dialog box and the Write window, or close the Find dialog box after finding the first occurrence, and then use the Repeat Last Find command.

With the Repeat Last Find command, you can continue searching for text with or without the Find dialog box on the screen. The Repeat Last Find command finds the next occurrence of the search text used in the last Find command. The shortcut key for the Repeat Last Find command is the F3 key. You can search quickly through a document by pressing the F3 key repeatedly.

## Editing between finds

To edit between finds, follow these steps:

- 1** Use the Find command to find the first occurrence of the search text.
- 2** Close the Find dialog box.
- 3** Edit the document.
- 4** Select the Search menu and choose the Repeat Last Find command, or press the F3 key.

Repeat steps 3 and 4 to continue finding and editing.

**Note** You can also use the Repeat Last Find command after first choosing the Change command. For more information about the Change command, see "Changing Text."

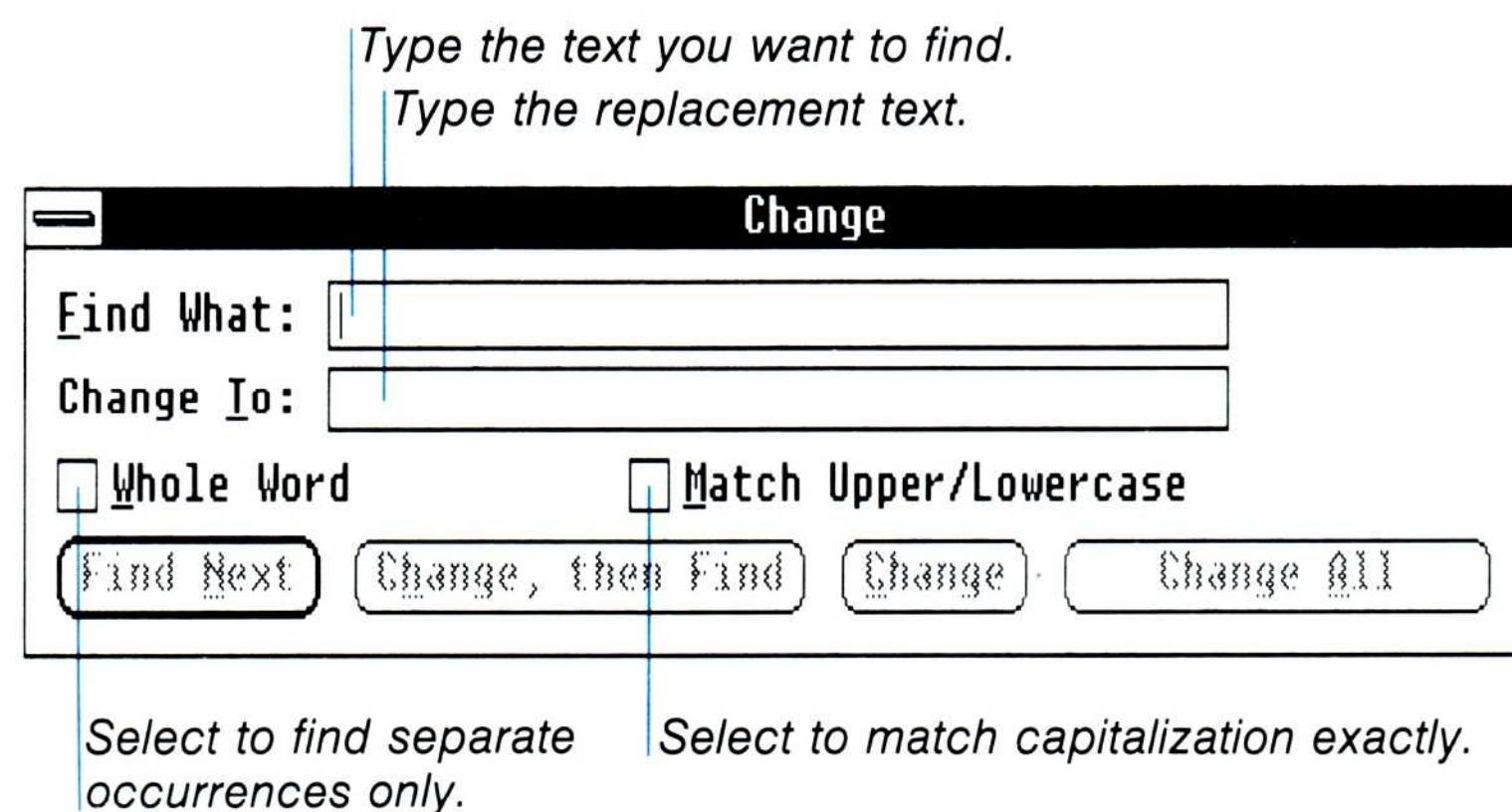
## Changing Text

Use the Change command to find text and replace it with something else, or to change all occurrences of the text automatically.

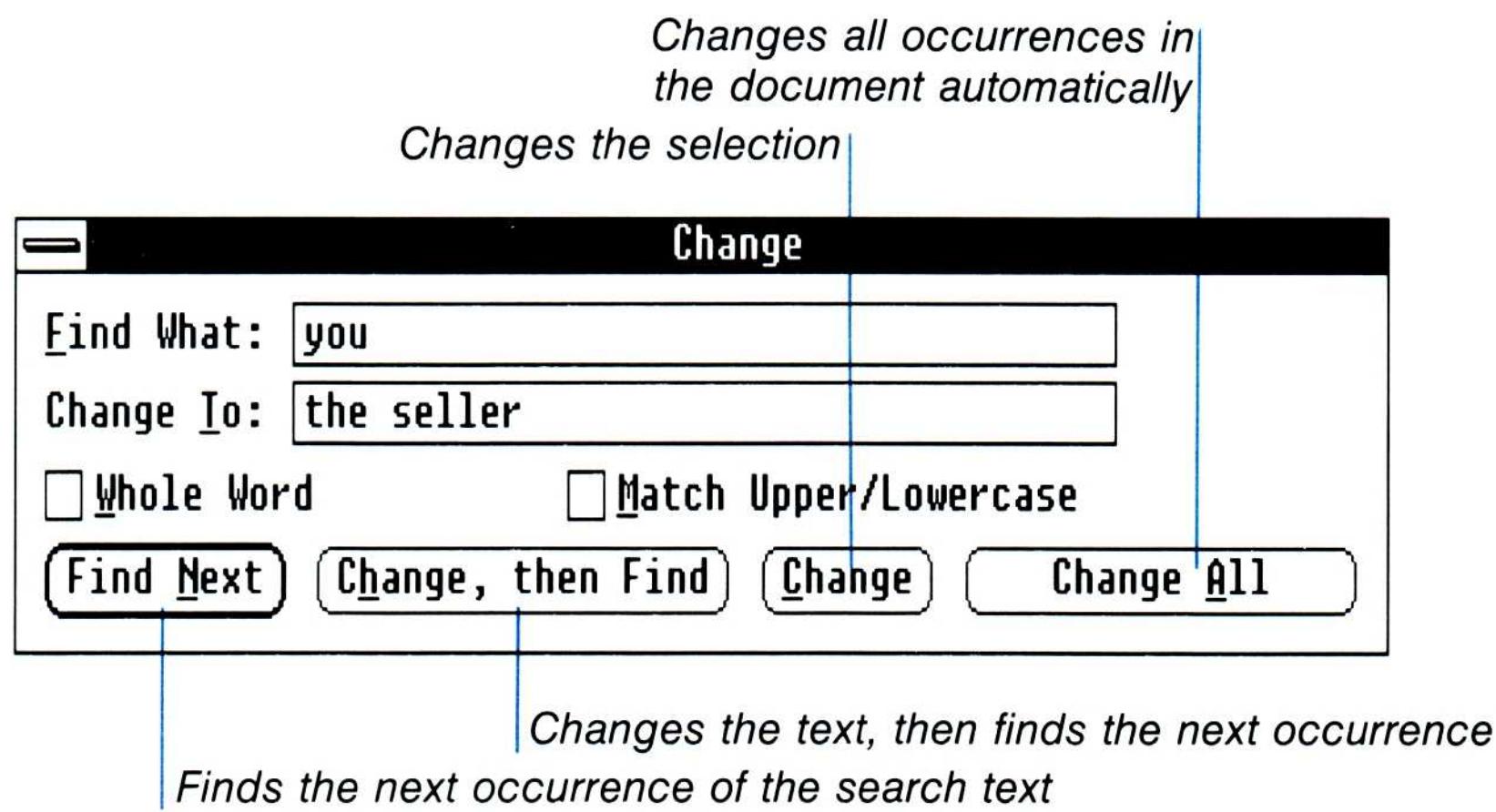
The Change command searches forward from the insertion point, then goes to the beginning of the document and comes back to the insertion point. However, if you select one or more characters before choosing the Change command, the command operates only within that selection.

To find and change text, follow these steps:

- 1** Select the Search menu and choose the Change command.  
You will see this dialog box:



**2** Choose one of the buttons to start: Find Next; Change, then Find; Change; or Change All.



If there are no occurrences of the text in the document, you see a dialog box that says "Search text not found."

When the entire document has been searched, you see the message "Search complete."

When you are finished changing text, close the Change dialog box.

To close the Change dialog box, use the following procedure:

- Press the ESCAPE key, or select the Control menu on the Change dialog box and choose the Close command.

Often you want to make changes in part of a document rather than the entire document. To do this, select part of the document before you choose the Change command. The Change command then operates only within the selection, and the Change All button becomes the Change Selection button.

To change text within a selection, follow these steps:

- 1** Select the part of the document in which you want to find and change text.
- 2** Select the Search menu and choose the Change command.
- 3** Fill in the Find What and Change To text boxes.
- 4** Choose a button to start.

The Change Selection button changes all occurrences of the search text found within the selection.

### Changing selected text

## Now Try This

Open the document called PRACTICE.WRI that comes on your Write disk. Be sure to save any open documents before you open PRACTICE.WRI. If the active document is the real estate listing, save it with the name HOUSE.

- 1** Choose the Open command and open the document PRACTICE.WRI.
- 2** Select the Search menu, and choose the Change command.
- 3** Type *you* in the Find What box.
- 4** Type *the seller* in the Change To box.
- 5** Choose each of the buttons in turn to see what happens.  
Find Next: finds the first occurrence of "you".  
Change, then Find: changes the first occurrence of "you" to "the seller", then finds the next occurrence of "you".  
Change: changes that occurrence of "you" to "the seller".  
Change All: changes the remaining occurrences of "you" to "the seller".
- 6** Press the ESCAPE key to close the Change dialog box.

---

## Undoing Your Last Action

You can use the Undo command from the Edit menu to reverse your most recent action.

When you open the Edit menu, the Undo command names the most recent action: Undo Typing, Undo Editing, or Undo Formatting.

To undo, use the following procedure:

- Select the Edit menu and choose the Undo command, or press ALT + BACKSPACE.

If your most recent action was undo, the Undo command reverses the undo, so you have plenty of opportunity to change your mind. Using the Undo command, you can switch back and forth between two versions of text to see which you prefer.

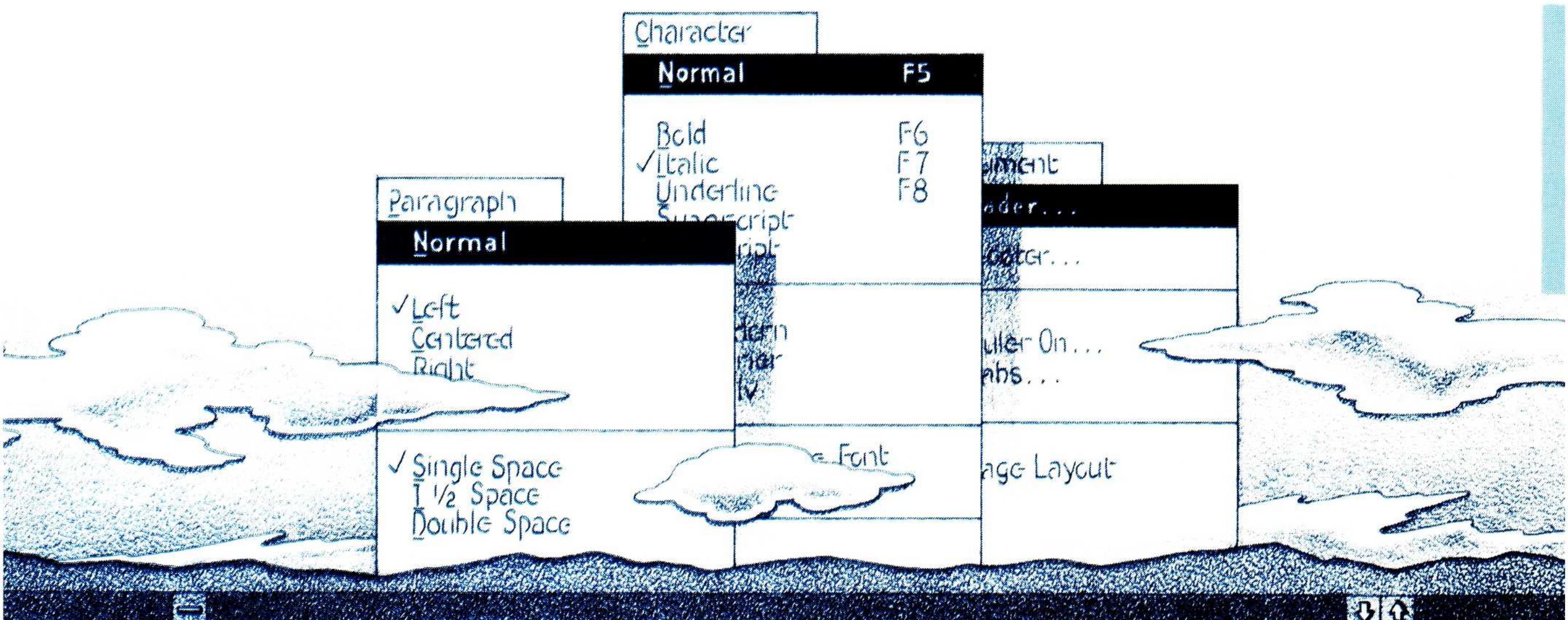
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### Undoing your last action

### 3 Formatting Your Work

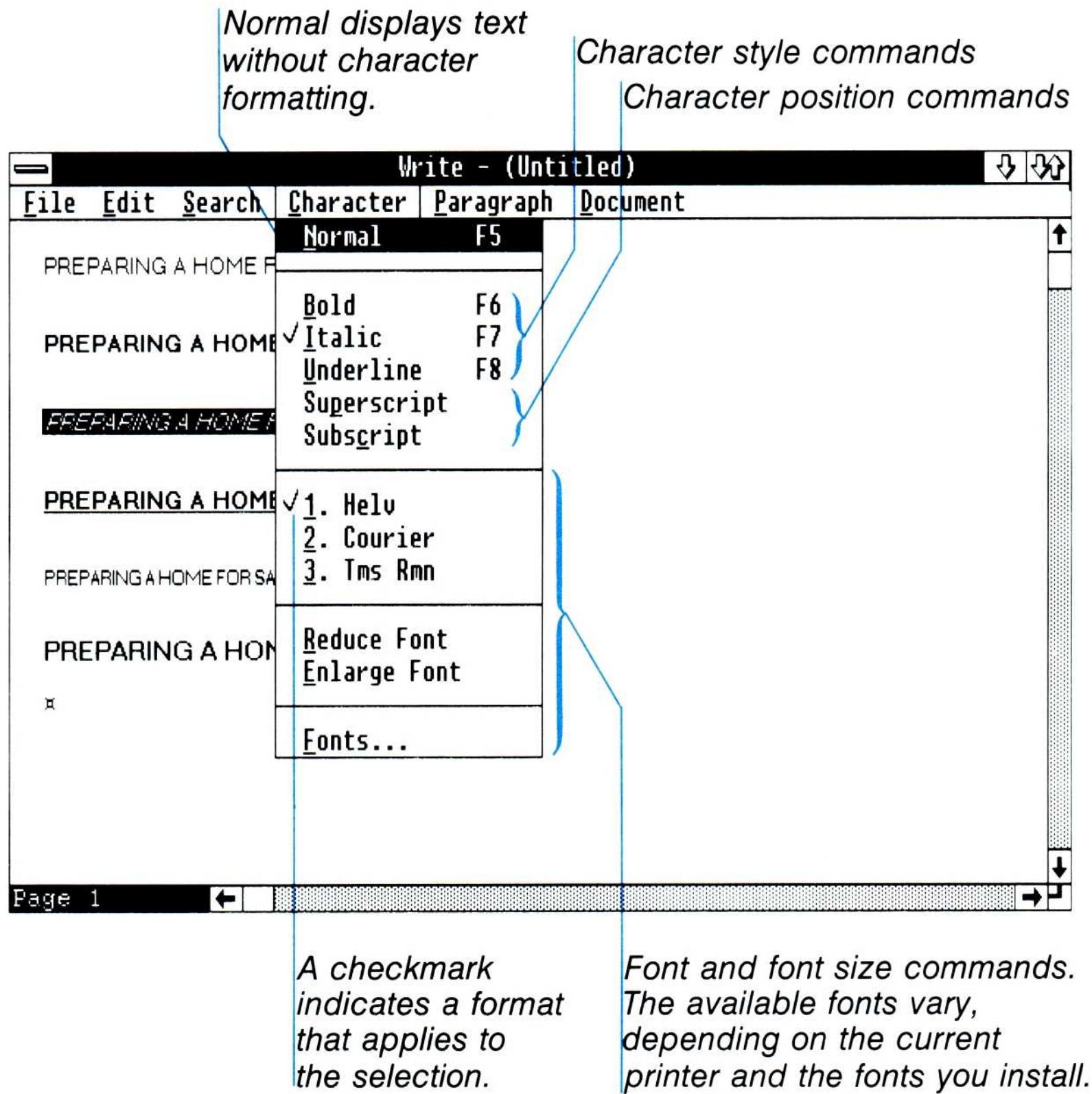
Formatting is the process of giving your document the appearance you want. You can change the appearance of the characters, the spacing and alignment of lines in each paragraph, and the page layout for the entire document. Most of the formats you choose appear on your screen as they will appear in the printed document.

This chapter describes how to format characters, paragraphs, and documents.



## Formatting Characters

The commands in the Character menu control the style, position, font, and point size of characters in your document.



On the screen, Microsoft Windows Write displays character formats that resemble the formats you will see when you print the document. If your printer cannot print a format, such as italic, Write does not display it. However, the selection still has the format, as indicated by a checkmark on the menu. If you change to a printer that prints the format, Write changes the display. For information on how to change the printer, see Chapter 5, "Printing a Document."

Write saves character formats when you save your document. Write also keeps character formats when you move or copy your formatted text to other parts of the document or to another Write document.

When you type text, it will have the same formats as the text just before the insertion point unless you change the format just before you start typing.

## Changing Character Styles

Character styles add emphasis to text by making it bold, italic, or underlined. You can apply more than one character style to the same characters. For example, if you choose Bold, then Italic, then Underline for the same selection, all three styles apply.

To change or add character styles, follow these steps:

- 1** Select the text you want to change.
- 2** Select the Character menu and choose the style you want. Or, you can press the following shortcut keys:

---

### Changing character styles

To choose	Press
Normal	F5
Bold	F6
Italic	F7
Underline	F8

If you choose a style that is already checked, Write removes that style from the selection. For example, if Bold is already checked, choosing Bold again cancels it. (In other words, these items toggle.)

## Creating Superscripts and Subscripts

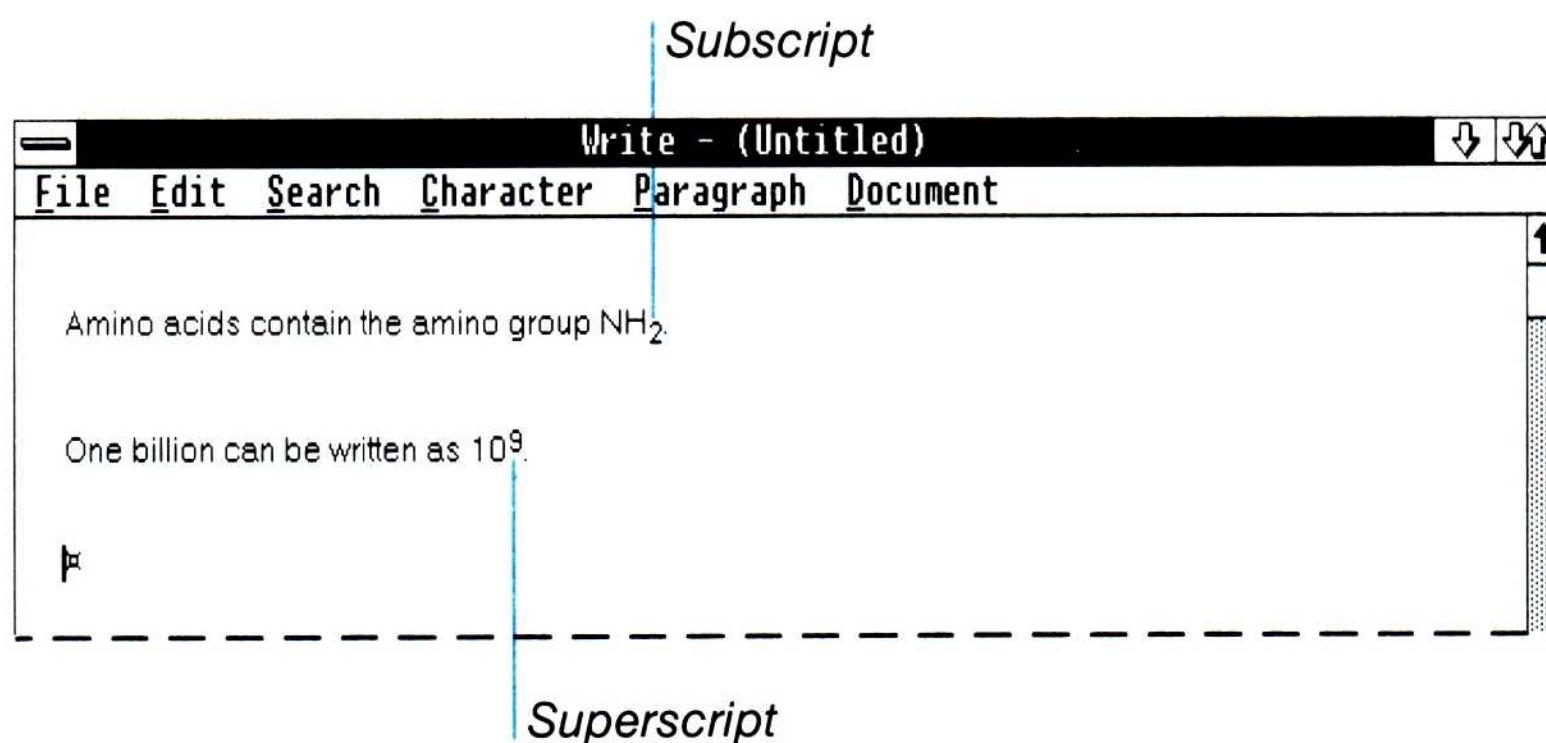
Superscripts and subscripts are characters that appear slightly above or below the rest of the text. They are also scaled to a smaller size. Use them for notations such as H<sub>2</sub>O or 64<sup>2</sup>.

To create a superscript or subscript, follow these steps:

- 1** Select the text you want to be a superscript or subscript.
- 2** Select the Character menu, and choose Superscript or Subscript.

---

### Creating superscripts and subscripts



## Fonts

The font is the design of the alphabet in which text is displayed or printed.

On the screen, Write displays the fonts and sizes that closely resemble the output you will obtain with the current printer. The design of the alphabet may not match exactly, but the line breaks and page breaks are accurate.

### Changing Fonts and Size with the Character Menu

The Character menu contains the names of the fonts that you can assign to text in your document, and commands to reduce or enlarge the fonts. Up to three font names are displayed on the menu itself, and more may be displayed in the Fonts command dialog box. The font names you see depend on the active printer. For more information on fonts and the active printer, see the Appendix, "Fonts and the Active Printer."

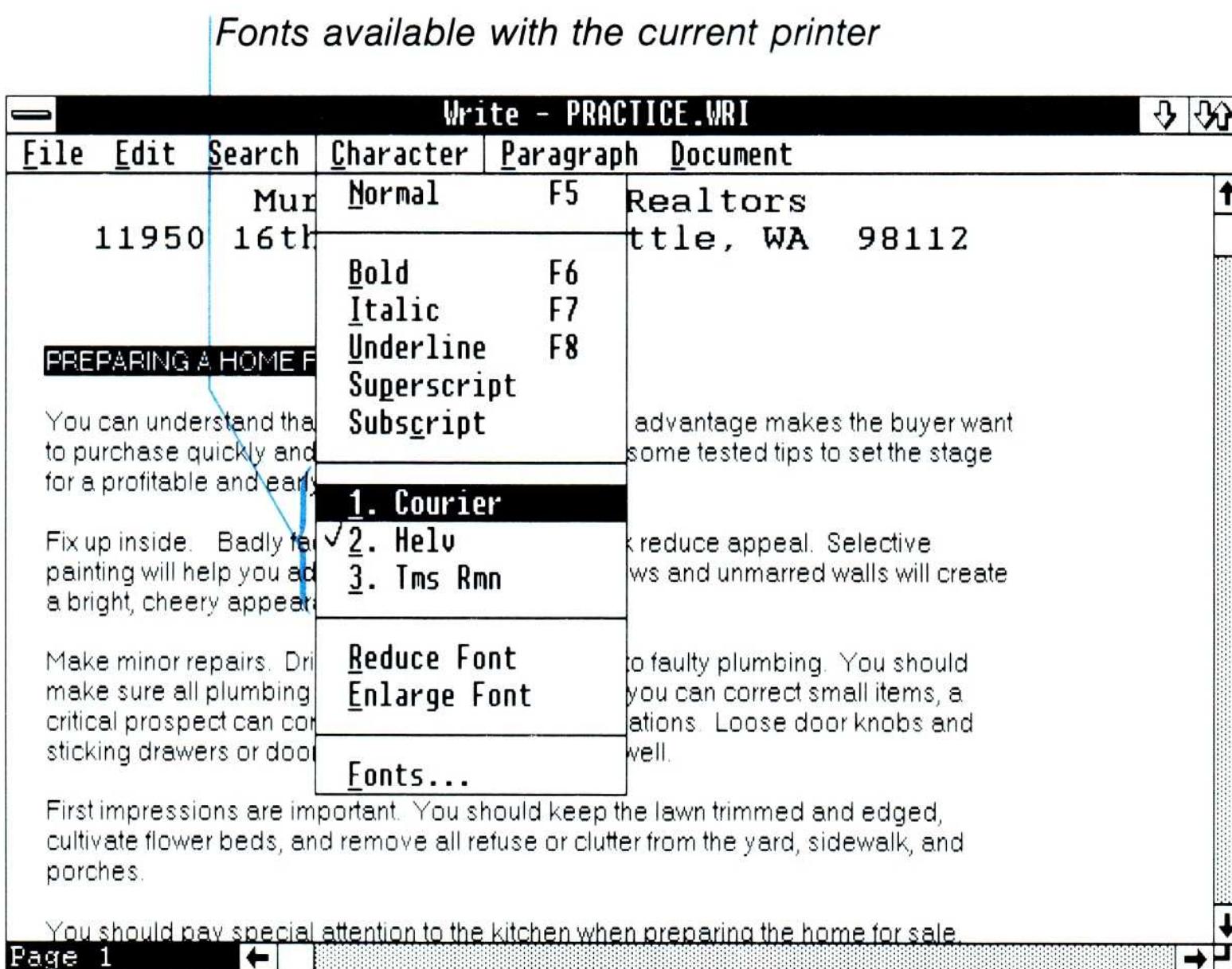
**Changing Fonts** When you start typing text in a new document, Write uses the default font for the active printer. If you want to change to a different font, you can choose one of the font names displayed in the Character menu.

To change fonts, follow these steps:

- 1 Select the text you want to change.
- 2 Select the Character menu, and choose one of the font names.

---

### Changing fonts with the Character menu



There may be more than three fonts available for the active printer. You can change to a font that is not displayed on the Character menu with the Fonts command. For more information, see “Changing Fonts and Size with the Fonts Command” later in this chapter.

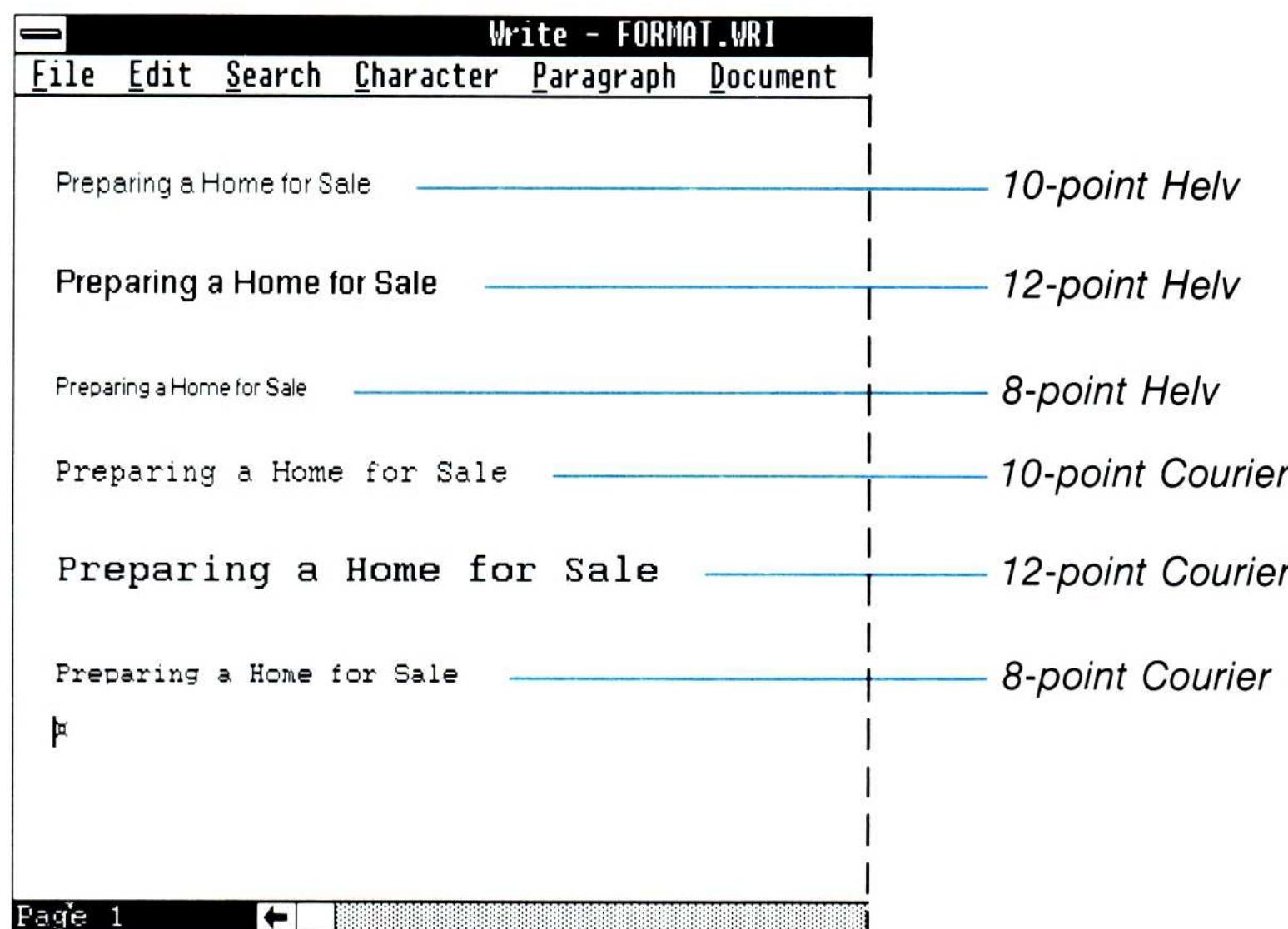
**Changing Font Size** You can change the font size with the Reduce Font and Enlarge Font commands from the Character menu.

To change the font size, follow these steps:

- 1 Select the text you want to change.
- 2 Select the Character menu, and choose Reduce Font or Enlarge Font.

---

### Changing font size with the Character menu



When you choose Reduce Font, Write changes the font size to the next smaller size. When you choose Enlarge Font, Write changes the font size to the next larger size. The sizes are determined by Write, independent of the active printer. If you change to a font size that the active printer does not support, the text on the screen does not change size.

### Determining the size of selected text

To find out the current size of some text, follow these steps:

- 1** Select the text.
- 2** Select the Character menu, and choose the Fonts command.

The dialog box displays the active font size in the Size text box. Font sizes are given in points. A font size of 10 points gives about 6 lines of text to the inch when printed.

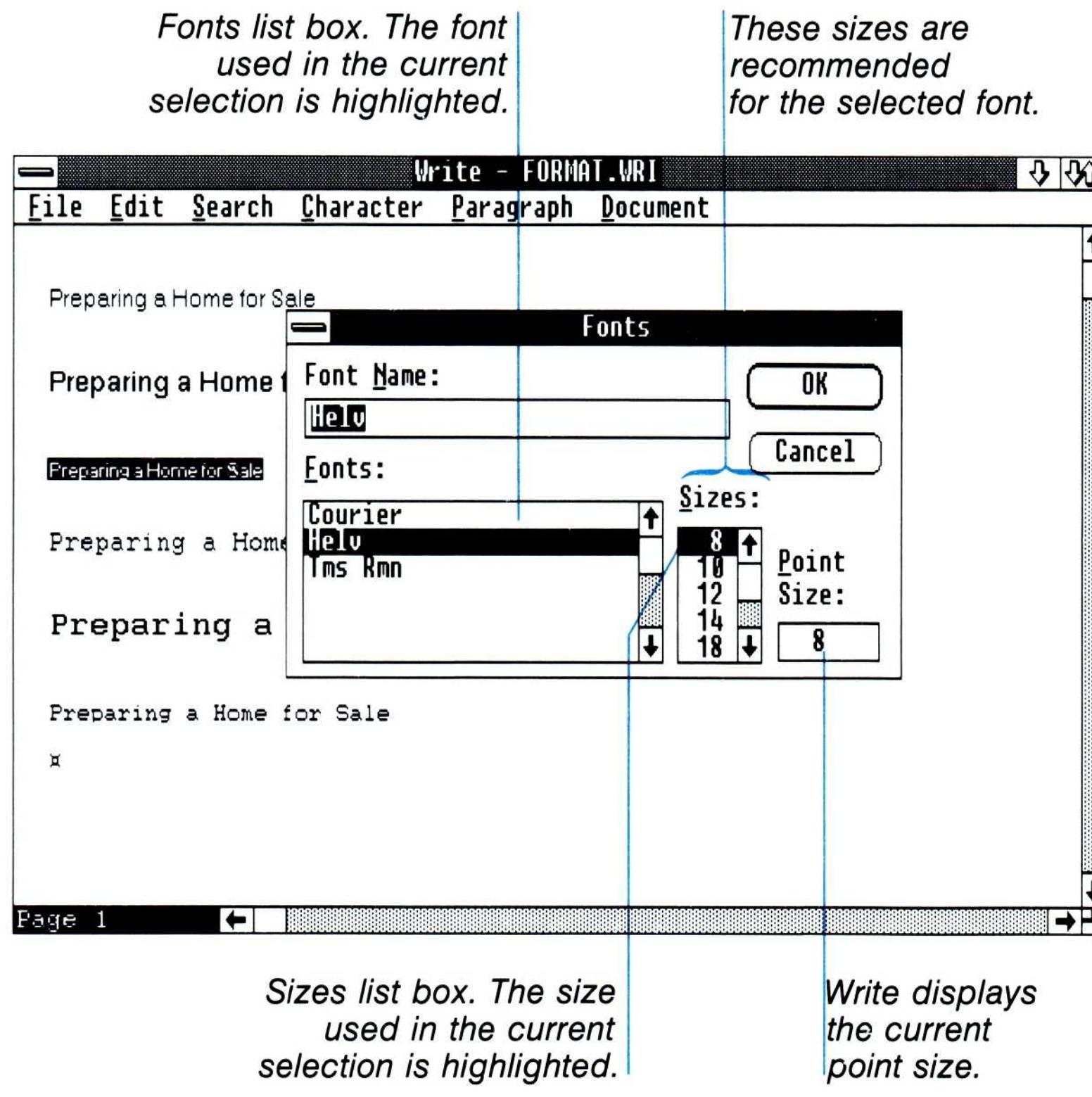
### Changing Fonts and Size with the Fonts Command

With the Fonts command you can change to a font that is not displayed on the Character menu. When you choose the Fonts command, you see a dialog box that lists all the fonts available for the active printer. If you want to select a font that is not on the list, you can add the font name to the list.

To change fonts or font size with the Fonts command, follow these steps:

- 1** Select the text you want to change.
- 2** Select the Character menu, and choose the Fonts command.

You will see this dialog box:



*Fonts list box. The font used in the current selection is highlighted.*

*These sizes are recommended for the selected font.*

*Sizes list box. The size used in the current selection is highlighted.*

*Write displays the current point size.*

- 3** To change the font, select a font name in the Fonts list box. To change the point size, select a point size in the Sizes list box, or type a point size in the Point Size text box.
- 4** Choose the OK button to carry out the command.

If you enter a font size that cannot be printed on the active printer, Write does not change the size of the text displayed on the screen.

## Using the Fonts command

If the active selection has more than one font or font size assigned, the Fonts dialog box does not propose a font name or size. You can leave either of these items blank to indicate "no change." This is useful if you want to change the font size for a selection that contains various fonts, or change the font name for text that appears in various sizes.

As you assign fonts from the dialog box to your text, the font names displayed on the Character menu change to reflect the fonts you use most often.

---

### **Adding a font name to the list**

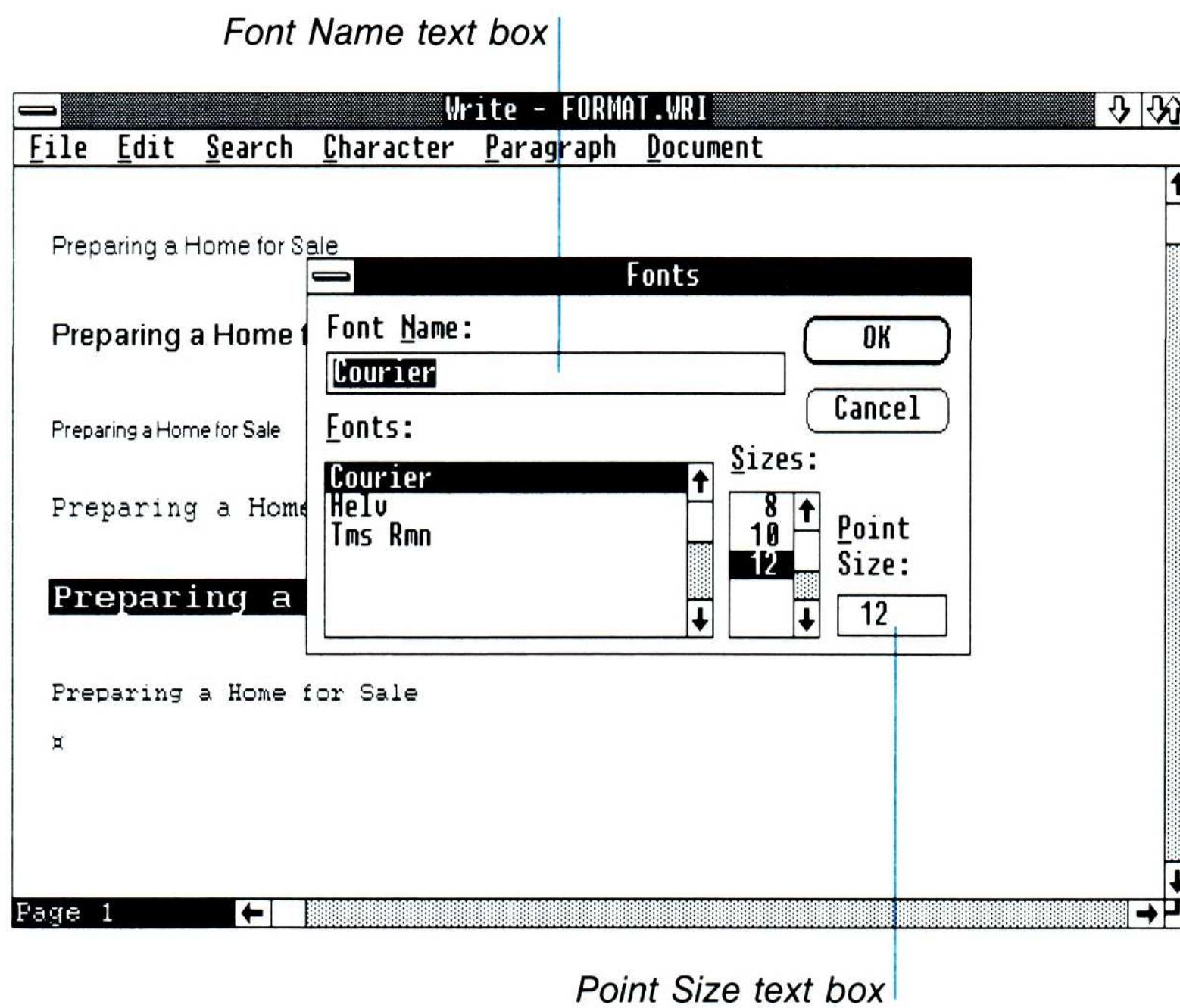
You can add a font name to the list in the Fonts dialog box and then assign that font to text in your document. This is useful if you plan to print the document on a printer other than the active printer.

For example, perhaps the Epson FX-80 is the only printer installed in your Windows system. But a coworker uses Windows with a NEC 3550, and you plan to print the document on that system. You can add NEC 3550 font names to the Fonts dialog box and assign them to text in your document. Then you can print the document in the fonts you want on the NEC 3550. You can still print the document on your Epson FX-80, or on another printer; if Spooler doesn't recognize a font name, it selects an available font and continues printing.

As an alternative, you could install the NEC 3550 (or any other printer) in Windows using Windows Setup or Control Panel. Then you could change to that printer before you format the document in Write. For more information on changing printers, see Chapter 5, "Printing a Document."

To add a font name to the list, follow these steps:

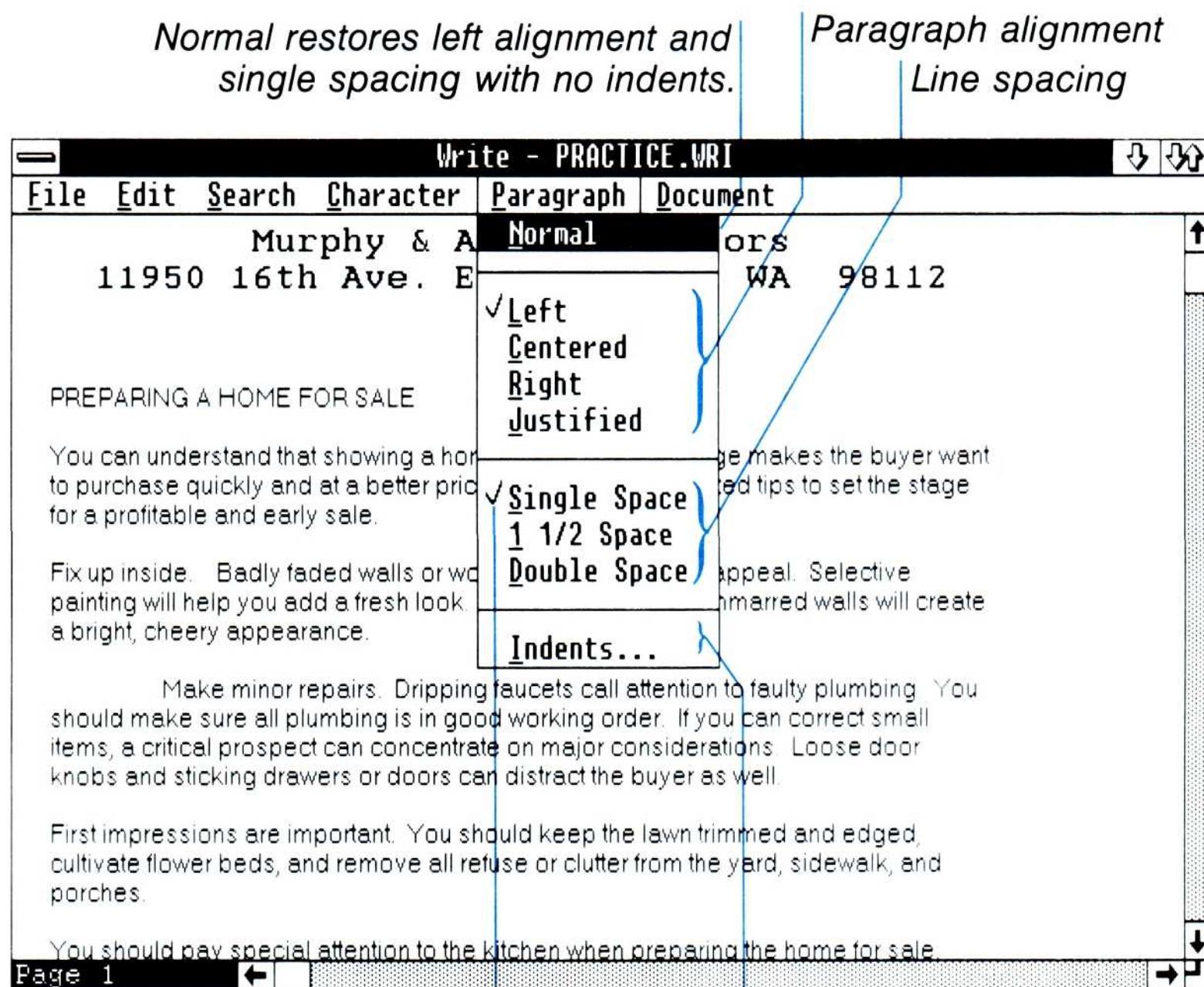
- 1 Select the Character menu, and choose the Fonts command.



- 2 Type the name of a font in the Font Name text box.
- 3 Type the size of the font in the Point Size text box.
- 4 Choose the OK button to carry out the command.

## Formatting Paragraphs

The commands in the Paragraph menu control the alignment, spacing, and indents of lines in each paragraph.



*Normal restores left alignment and single spacing with no indents.*

*Paragraph alignment  
Line spacing*

#### *Indent changes*

*Checkmarks indicate formats for the paragraph containing the insertion point.*

Before choosing a command from the Paragraph menu, position the insertion point inside the paragraph you want to format. You can also format more than one paragraph at a time. To do this, make a selection that spans all the paragraphs you want to format. The command affects all the paragraphs that are included in the selection.

## Starting a New Paragraph

---

### Starting a new paragraph

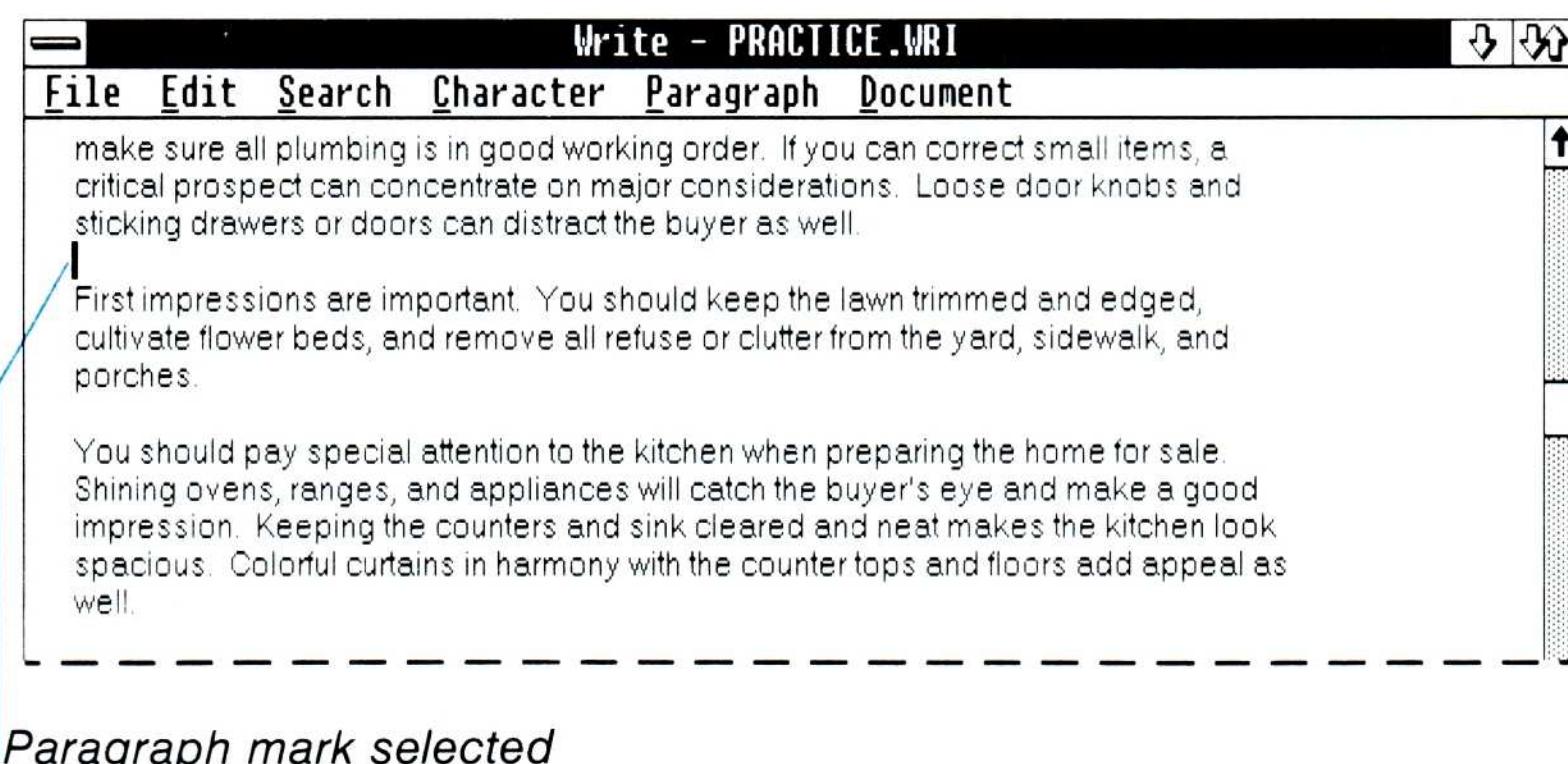
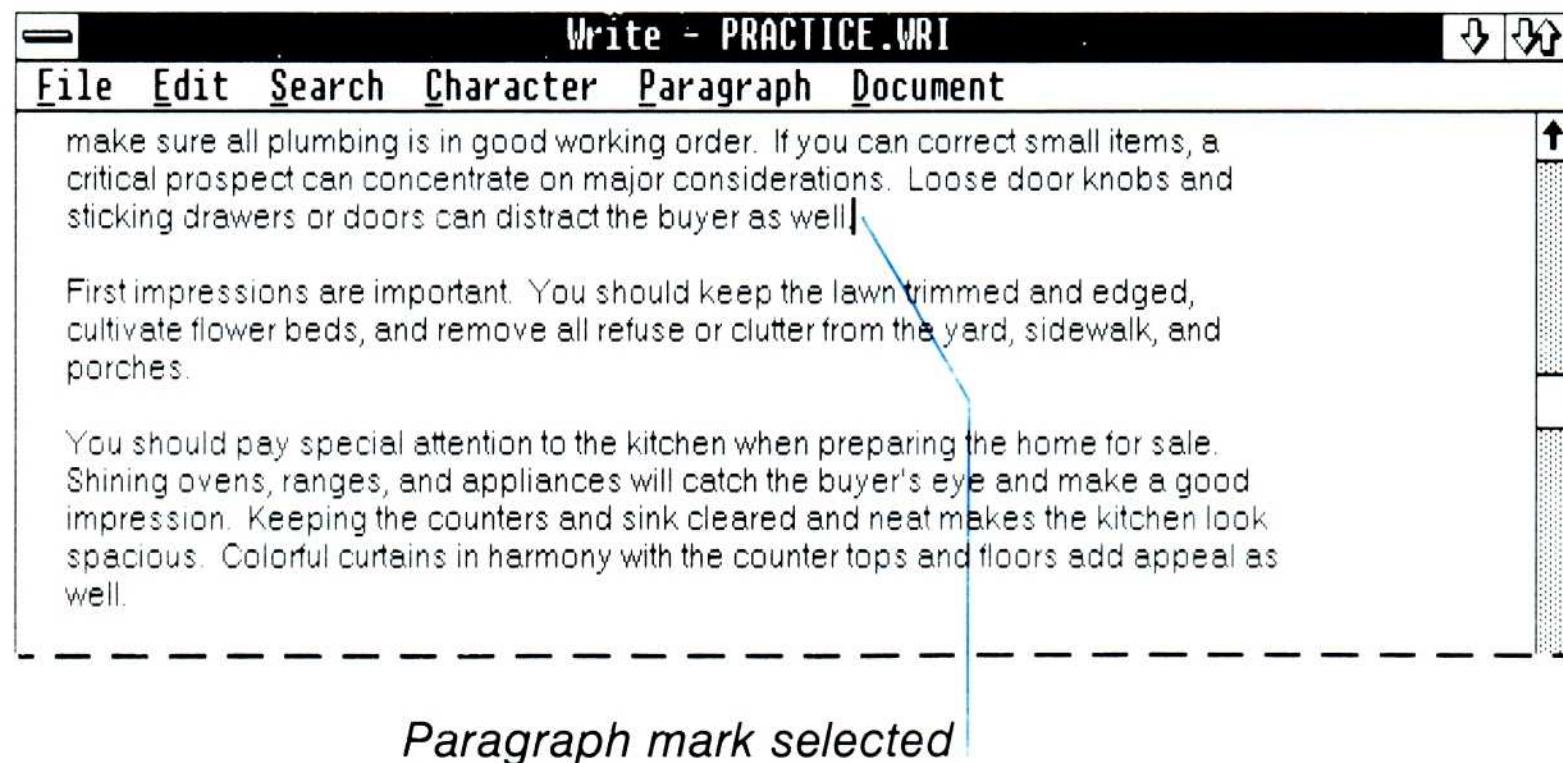
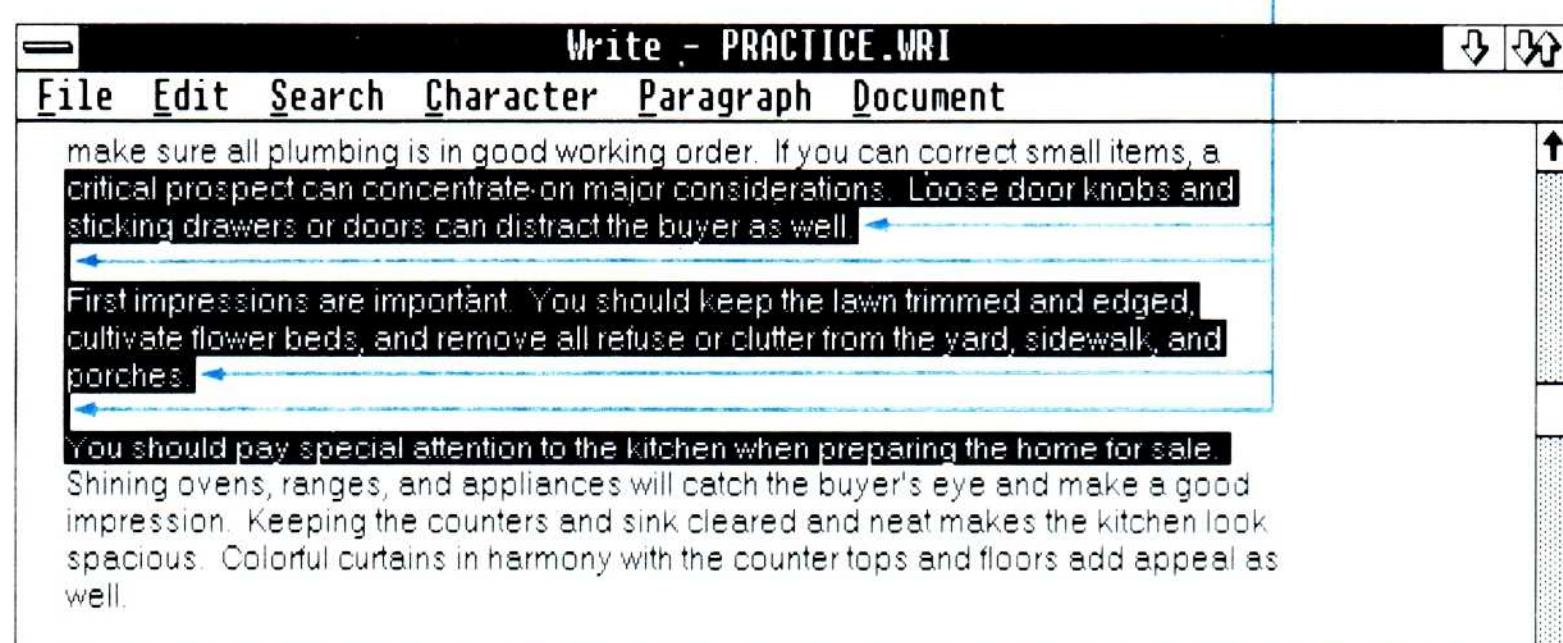
To start a new paragraph, follow these steps:

- 1 Position the insertion point where you want to start the paragraph.
- 2 Press the ENTER key.

If you want a blank line between paragraphs, press the ENTER key twice.

Every time you press the ENTER key, Write inserts a paragraph mark in the document and starts a new line. There is no visible character for the paragraph mark, so you cannot see it on the screen. But you can select, delete, copy, and move a paragraph mark just as you do other characters.

For example, in PRACTICE.DOC, the blank lines between paragraphs were created by pressing the ENTER key twice: once to start a new line and again to leave that line blank. So there are two paragraph marks after each paragraph. You can select an individual paragraph mark as you would select any single character. Or, you can make a selection that includes text and paragraph marks.

*Paragraph marks included in selection*

When you copy or move a paragraph, include the paragraph mark in the selection to keep the paragraph formats with the paragraph.

A new paragraph starts out with the same formats as the previous paragraph. For example, if you are typing a paragraph that is double-spaced and justified and you press the ENTER key, the following text you type will be double-spaced and justified.

To remove a paragraph mark, follow these steps:

- 1** Place the insertion point at the beginning of the paragraph following the break you want to remove.
- 2** Press the BACKSPACE key.  
If your paragraphs have a blank line between them, press the BACKSPACE key twice.

---

### Removing a paragraph mark

## Changing Paragraph Alignment

You can align a paragraph on the left margin, the right margin, or both margins (justified), or center it between the margins.

To change paragraph alignment, follow these steps:

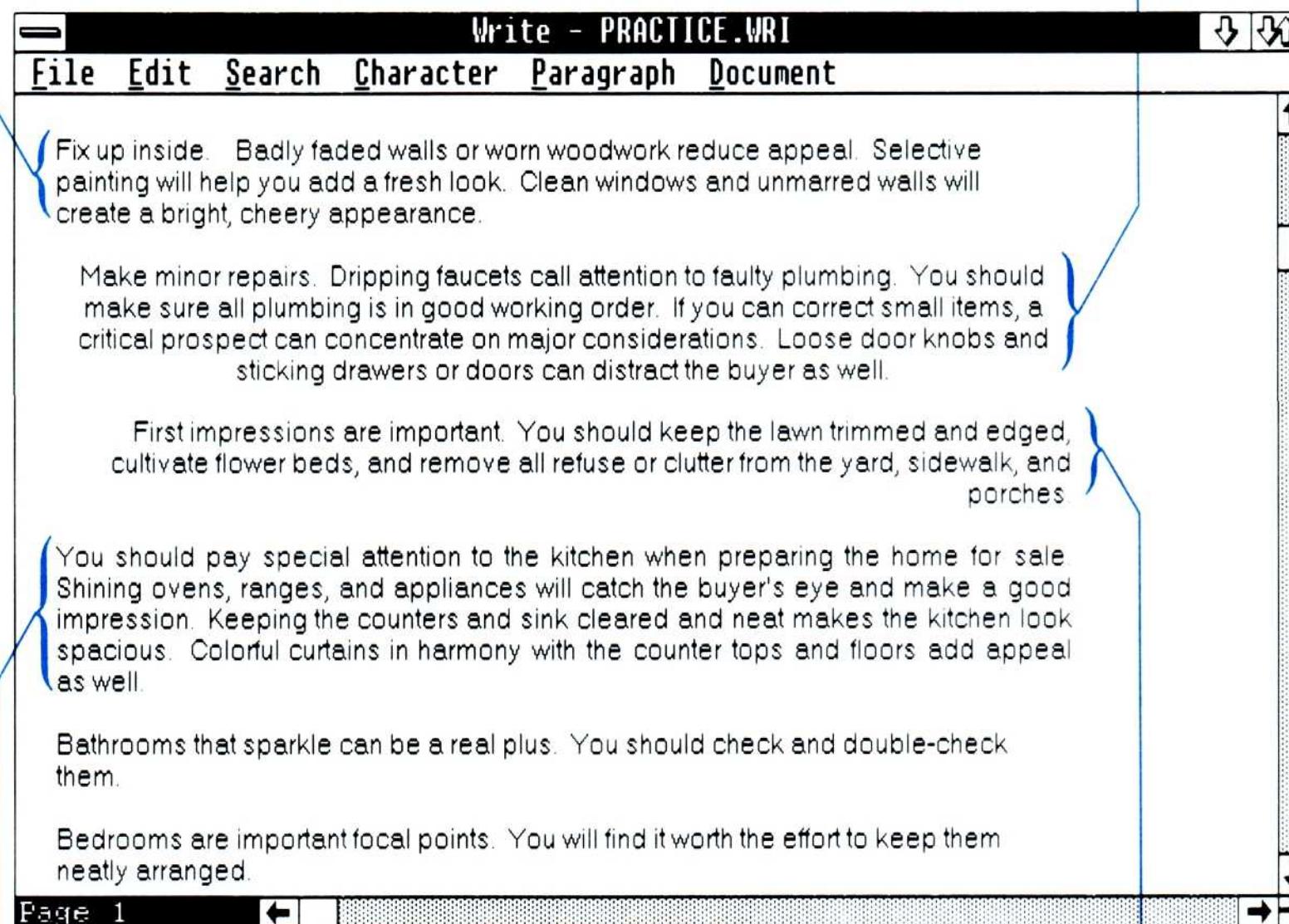
- 1** Place the insertion point inside the paragraph you want to change.
- 2** Select the Paragraph menu, and choose one of the alignment commands: Left, Centered, Right, or Justified.

---

### Changing paragraph alignment

*The Left command aligns a paragraph flush left on the margin.*

*The Centered command centers each line in the paragraph.*



*The Justified command adjusts spaces so text fills the line to both margins.*

*The Right command aligns a paragraph flush right on the margin.*

## Changing Paragraph Line Spacing

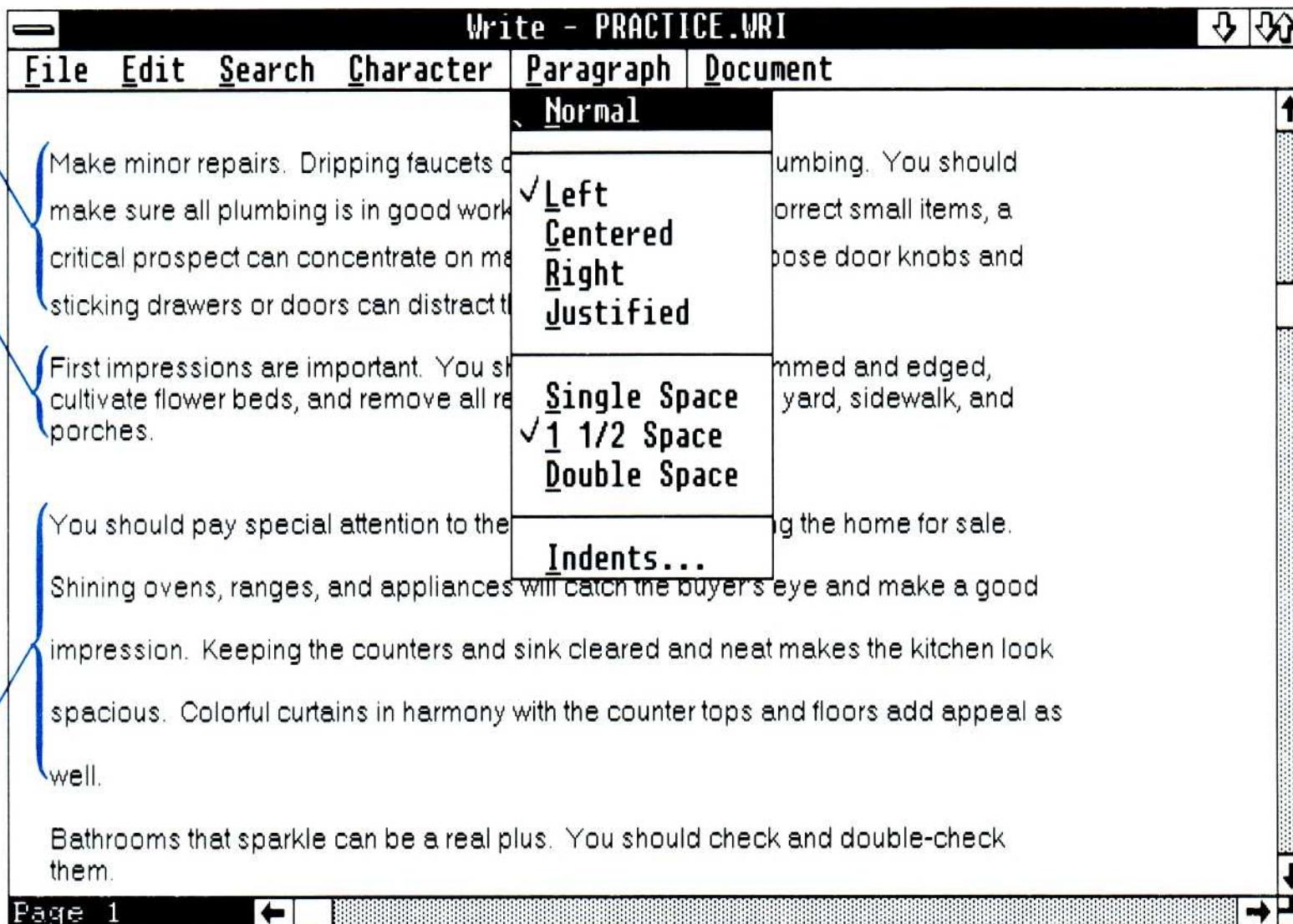
You can change the line spacing in a paragraph to single spacing, 1 1/2 line spacing, or double spacing.

To change line spacing, follow these steps:

- 1 Place the insertion point inside the paragraph you want to change.
- 2 Select the Paragraph menu, and choose one of the line spacing commands: Single Space, 1 1/2 Space, or Double Space.

## Changing paragraph line spacing

*Single space  
1/6 inch between lines  
1 1/2 space  
1/4 inch between lines*



*Double space  
1/3 inch between lines*

## Changing Paragraph Indents

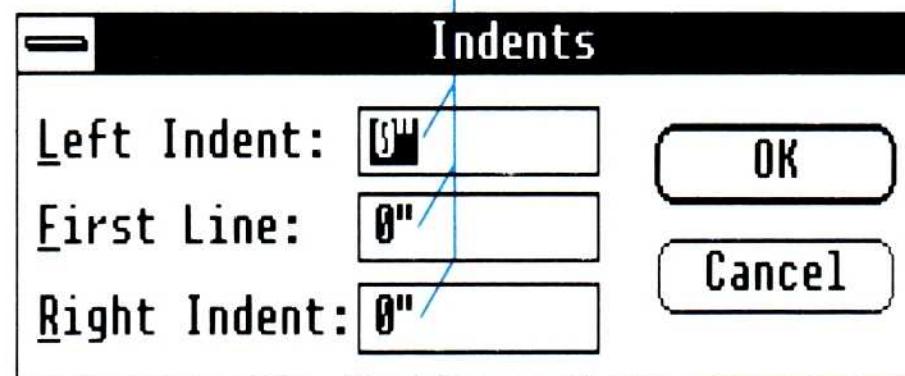
You can indent a paragraph from the left or right margin, and you can indent the first line of a paragraph. Note that indenting is not the same as moving the margin itself. To change the margins for the printed page, see “Changing the Page Layout,” later in this chapter.

## Changing paragraph indents

To change paragraph indents, follow these steps:

- 1** Place the insertion point inside the paragraph you want to change.
- 2** Select the Paragraph menu, and choose the Indents command. You will see this dialog box:

*Type a measurement to indicate the indent you want. The first line indent is relative to the left indent.*



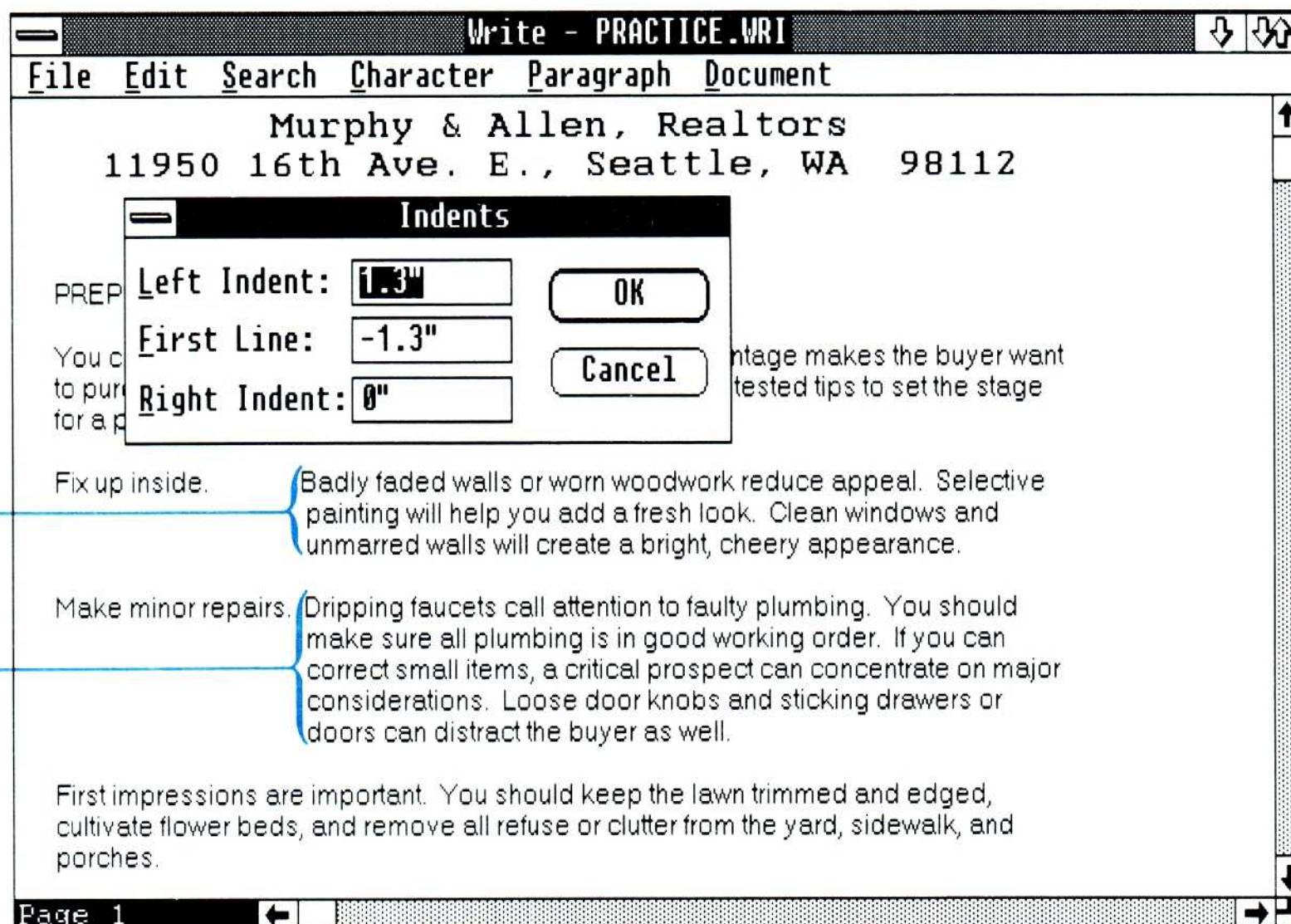
- 3** Type a measurement in inches or centimeters (see "Changing the Page Layout," later in this chapter) for any indent you want to change.
- 4** Choose the OK button to carry out the command.

You can also create a hanging indent with the Indents command. In a paragraph with a hanging indent, the first line extends farther to the left than the rest of the paragraph.

To create a hanging indent, follow these steps:

- 1** Place the insertion point inside the paragraph you want to change.
- 2** Select the Paragraph menu, and choose the Indents command.
- 3** Enter a positive number for the measurement of the left margin indent.
- 4** Enter a negative number for the measurement of the first line indent.

## Creating a hanging indent



*Hanging indent*

- 5 Choose the OK button to carry out the command.

## Formatting Paragraphs with the Ruler

If you have a mouse, you can also change paragraph formats with the Ruler. The Ruler appears at the top of the window when you choose the Ruler On command from the Document menu.

To display the Ruler, use this procedure:

- Select the Document menu, and choose the Ruler On command.

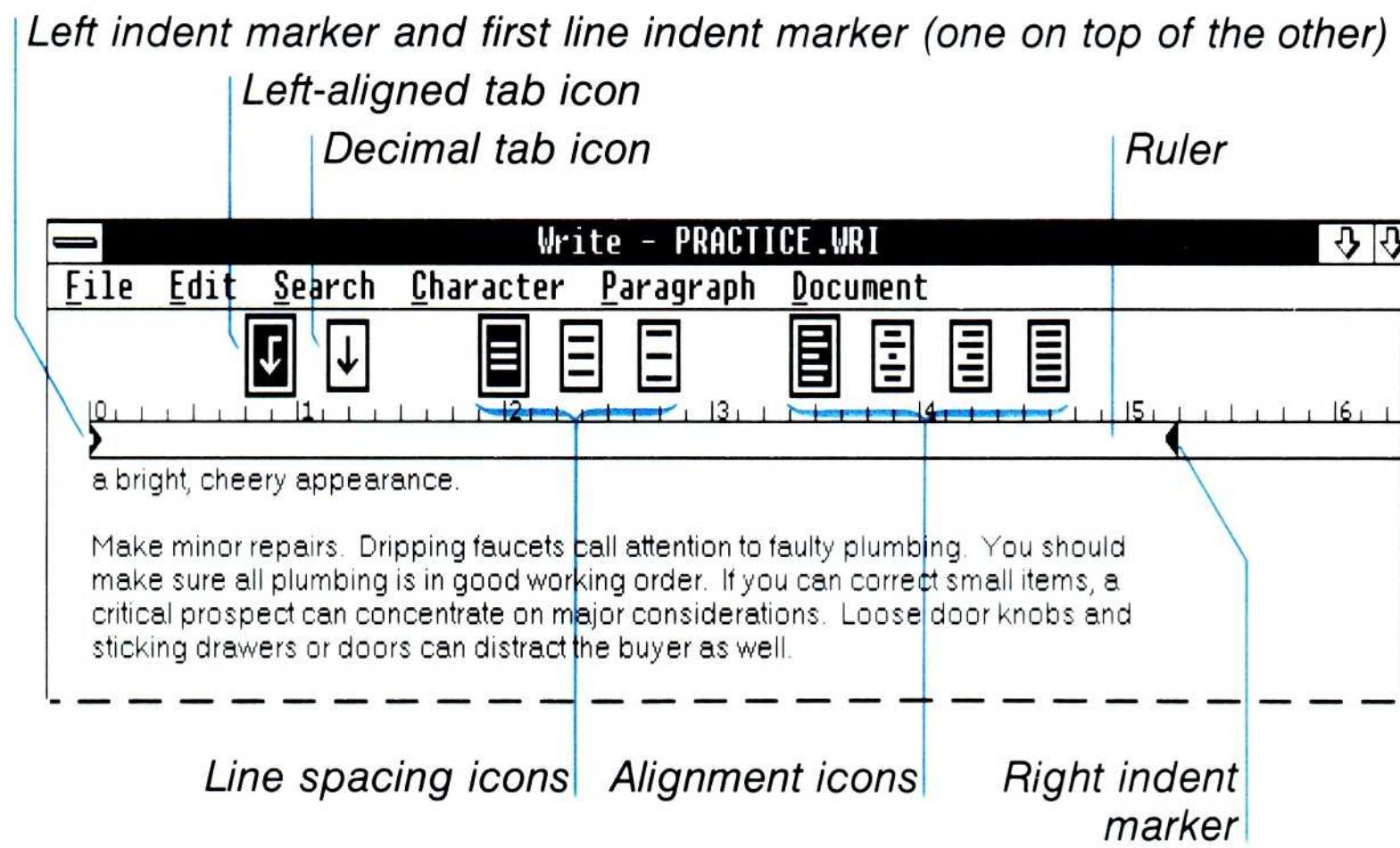
To hide the Ruler, use this procedure:

- Select the Document menu, and choose the Ruler Off command.



### Displaying the Ruler

### Hiding the Ruler



## Changing alignment with the Ruler

To change paragraph alignment with the Ruler, follow these steps:

- 1 Place the insertion point in the paragraph you want to change.
- 2 Click one of the paragraph alignment icons above the Ruler.

## Changing line spacing with the Ruler

To change line spacing with the Ruler, follow these steps:

- 1 Place the insertion point in the paragraph you want to change.
- 2 Click one of the line spacing icons above the Ruler.

## Changing indents with the Ruler

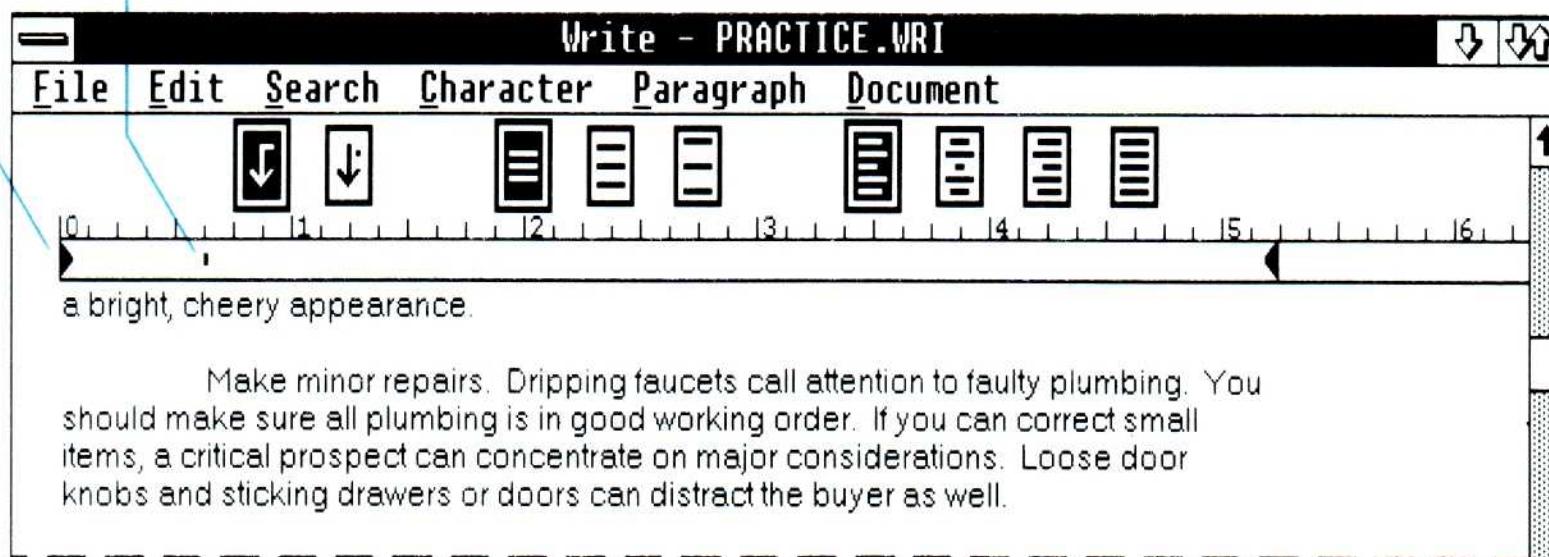
To change indents with the Ruler, follow these steps:

- 1 Place the insertion point in the paragraph you want to change.
- 2 Drag one of the indent markers to a new position.

Note that the left indent marker and the first line indent marker are superimposed before you move one of them.

*Left indent marker*

*First line indent marker*



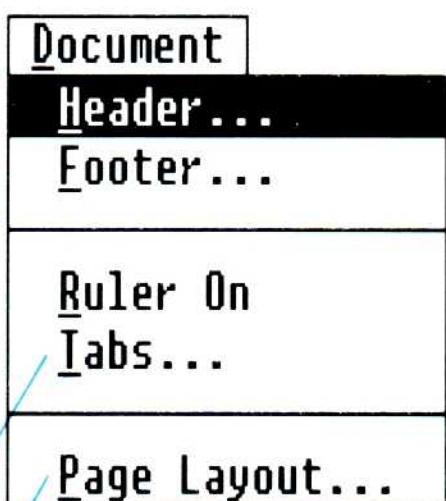
The indents you create with the Ruler are reflected in the Indents dialog box.

You can also change tab settings with the Ruler. For more information, see “Setting Tabs with the Ruler,” later in this chapter.

## Formatting a Document

The commands in the Document menu control formats that apply to the document as a whole.

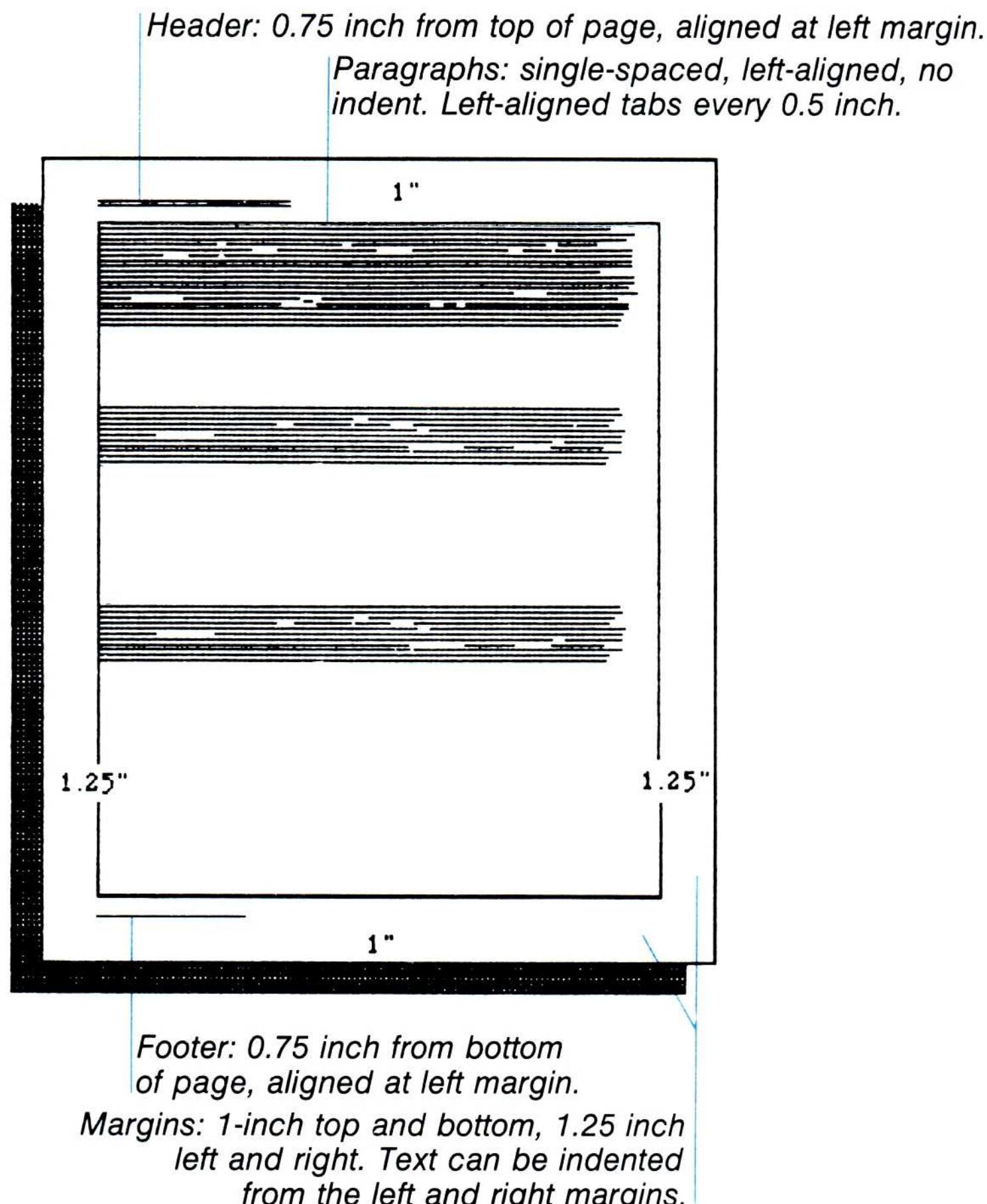
*Add headers, footers, and page numbers*



*Change margins on the printed page*

*Change tab settings*

When you start a new document, the formats are automatically set as follows:



## Headers and Footers

A header is text that appears at the top of every page, and a footer is text that appears at the bottom of every page. Use the Header or Footer command from the Document menu to

- Enter the text you want for the header or footer.
- Include page numbers in the printed document.
- Include the header or footer on the first page.

- Change the distance between the header or footer and the top or bottom of the page.

You do not see headers and footers in the document until you print the document. You can have one header and one footer in each document.

### Adding a Header or Footer

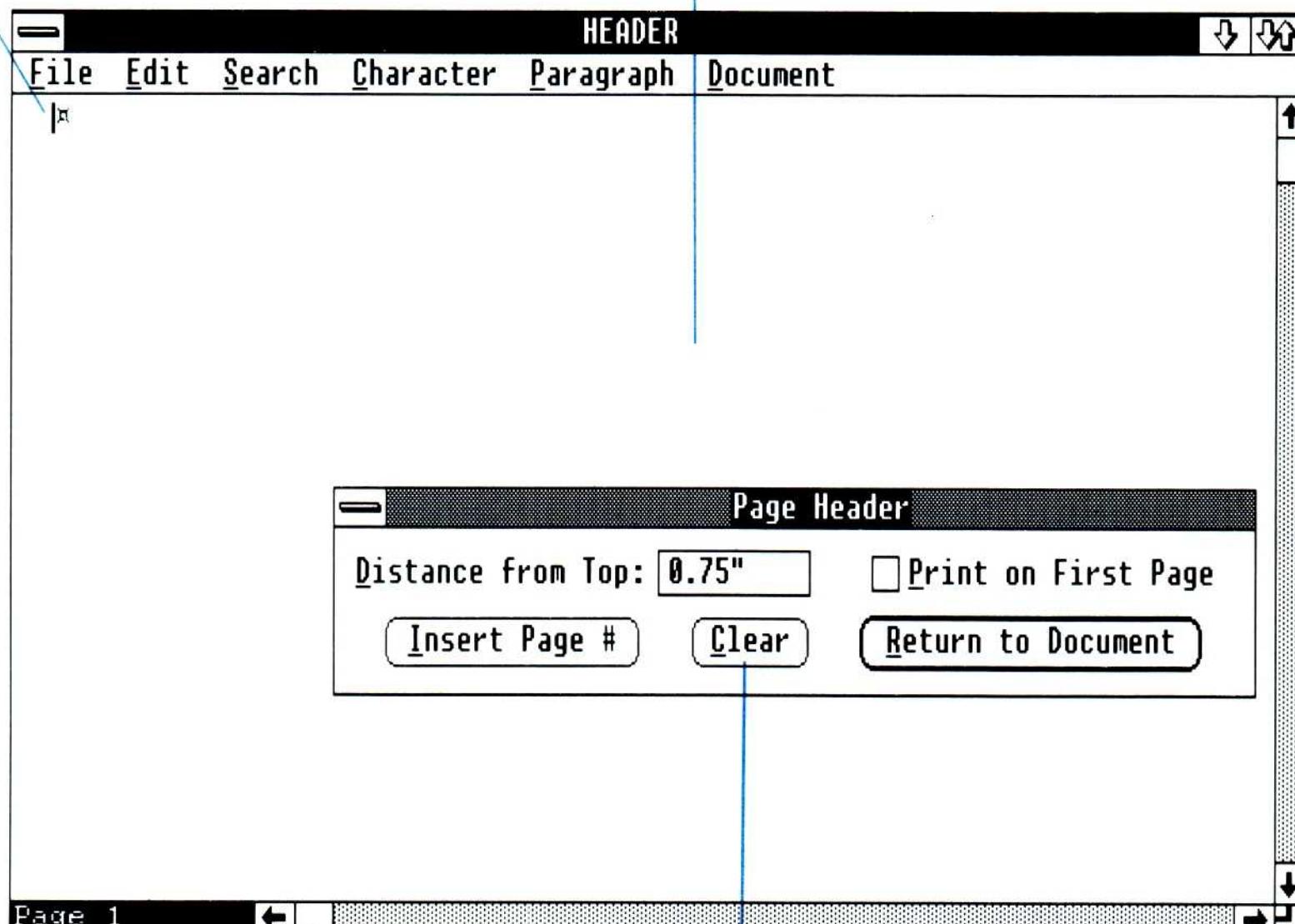
To add a header or footer, follow these steps:

- 1 Select the Document menu, and choose the Header or Footer command.  
You will see the Header or Footer document and the Header or Footer dialog box:

---

### Adding headers and footers

*Type header text here. Press ALT+F6 to switch between the header document and the header dialog box. Header document*



*Deletes the header*

- 2 Type the text for the header or footer in the Header or Footer document.  
You can format the text as you would any other text.

- ③ Press ALT + F6 to select the Header or Footer dialog box, or click the mouse inside the dialog box.
- ④ Type a measurement in the Distance from Top box if you want to change the distance between the header and the edge of the page.  
For a footer, this measurement is Distance from Bottom.
- ⑤ Select the Print on First Page check box if you want the header or footer to appear on the first page of the printed document.  
Otherwise, Write does not print the header or footer on the first page.
- ⑥ Choose the Insert Page # button to have page numbers in the printed document.  
When you choose the Insert Page # button, Write inserts the special text "(page)" at the insertion point in the Header or Footer document. The special text becomes consecutive page numbers when you print your document.
- ⑦ To carry out the command and return to your document, press the ESCAPE key at any time, or choose the Return to Document button in the Header or Footer dialog box.

**Note** Pressing the ESCAPE key or choosing the Return to Document button saves the text, formatting, and editing you entered in the Header or Footer document. You cannot use the ESCAPE key in a Header or Footer document to erase all your changes. You can, however, use the Undo command in the Header or Footer document as you would in any document.

### Adding Page Numbers Only

To add page numbers only, follow these steps:

- ① Select the Document menu, and choose the Header command if you want page numbers printed at the top of the page; choose the Footer command if you want them at the bottom.
- ② Move the insertion point to where you want the page number to appear on the line.
- ③ Press ALT + F6 to activate the Header or Footer dialog box, or click the mouse inside the dialog box.
- ④ Choose the Insert Page # button. This button inserts the special text "(page)" in the Header or Footer document. The special text becomes consecutive page numbers on the printed page.

## Adding page numbers only

- 5 Choose the Return to Document button to carry out the command.

## Aligning a Header or Footer

Normally, Write aligns the header and footer with the left margin on the printed page. You may want your header or footer aligned with the right margin or in the center of the page. You can change the alignment of a header or footer just as you would change the alignment of any other paragraph.

To change the alignment of a header or footer, follow these steps:

- 1 Position the insertion point inside the header or footer text.
- 2 Select the Paragraph menu, and choose Left, Right, or Centered.

---

## Aligning headers or footers

### Now Try This

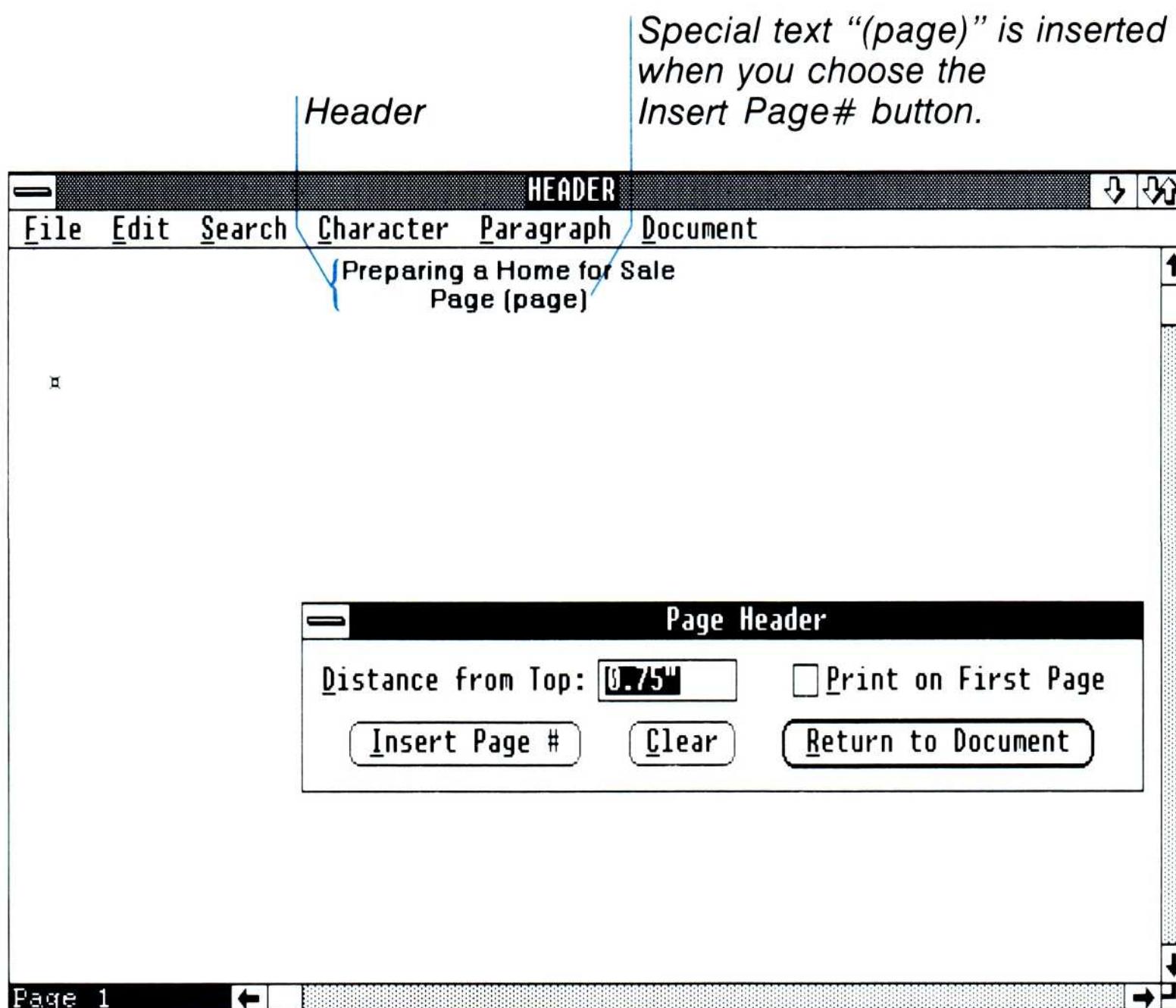
Add a header to PRACTICE.DOC, and format it so that it appears centered, 0.75 inch from the top of each page except the first page.

- 1 Open PRACTICE.DOC. Select the Document menu and choose the Header command.
- 2 Select the Paragraph menu and choose the Centered command.

Now the text you type will be centered as you type it.

- 3 Type *Preparing a Home for Sale* in the Header document and press the ENTER key.
- 4 Type *Page* and press the SPACEBAR.
- 5 Press ALT+F6 to select the Header dialog box.
- 6 Press the TAB key twice so the blinking underscore is in the Insert Page # button.
- 7 Press the SPACEBAR.

Write inserts the special text “(page)” at the insertion point in the Header document.



- 8 Press ALT+F6 to select the Header document again.
- 9 Press the ENTER key twice to leave a blank line between the header and the text when you print the document.
- 10 Press the ESCAPE key to save the header and return to PRACTICE.DOC.

Try printing PRACTICE.DOC so you can see the header on each page.

## Setting Tabs

You can easily set tabs for lists or tables with Write. Use the Tabs command from the Document menu, or use the Ruler. A tab can be a left-aligned tab or a decimal tab. Use left-aligned tabs to form a column of items aligned on the left. Use decimal tabs to form a column of numbers aligned on their decimal points.

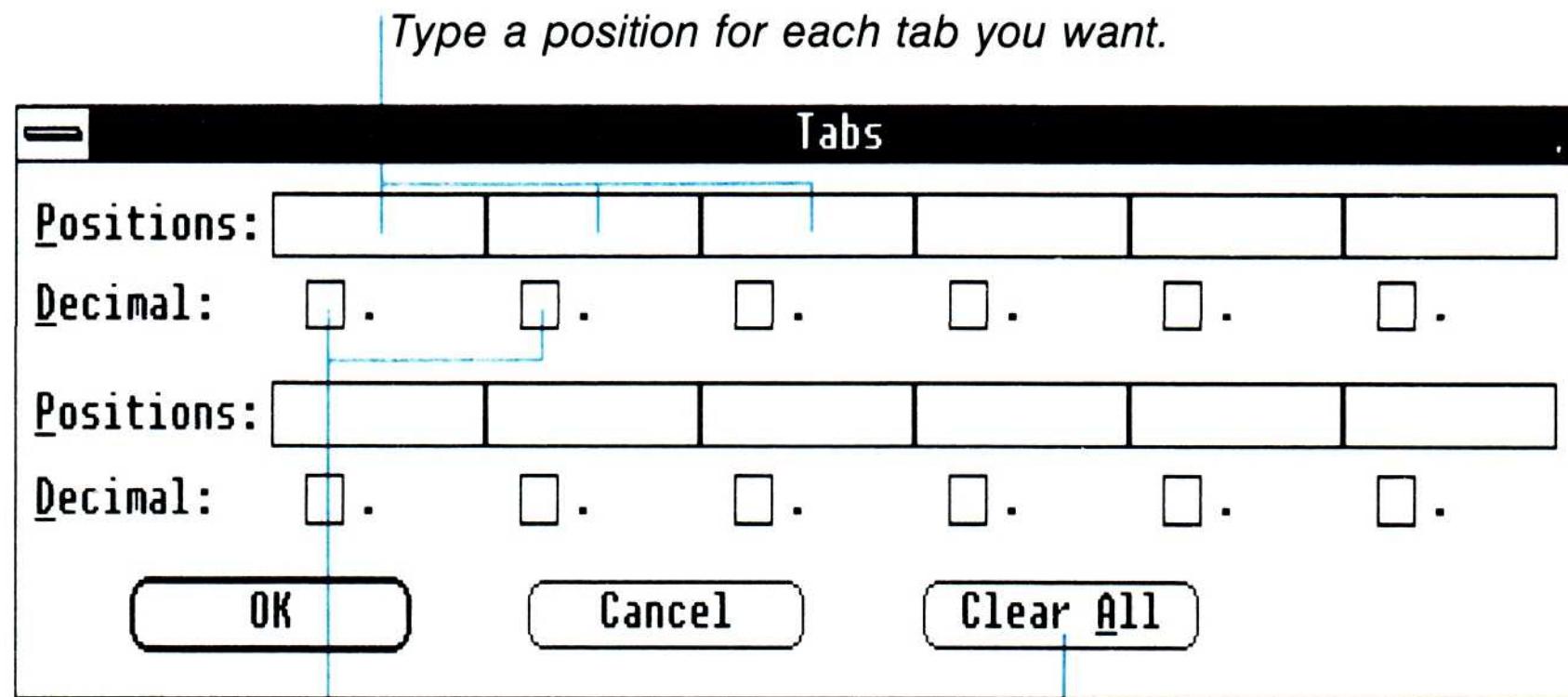
Tabs are preset at every half inch. The preset tabs are left-aligned tabs. They do not appear in the Tabs dialog box or on the Ruler. Tabs that you set override the preset tabs. You can set up to 12 tabs.

To set tabs, follow these steps:

### Setting tabs

- Select the Document menu, and choose the Tabs command.

You will see this dialog box:



Select a check box to set a decimal tab. Otherwise, tabs are left-aligned.

Choose this button to restore preset tabs.

- To change a tab, select the position and type a number. This will be the location of the tab stop, in inches or centimeters depending on which measure you have chosen. (See “Changing the Page Layout,” later in this chapter.)
- To delete a tab, select the position and press the DELETE key. To delete all tabs at once, choose the Clear All button.
- Choose the OK button to carry out the command.

The tabs you set with the Tabs command are shown on the Ruler.

### Decimal Tabs

### Decimal tabs

A decimal tab is a special tab stop that aligns text on the decimal point. When you type text at a decimal tab stop, the characters you type are inserted to the left of the tab stop until you type a decimal point. The decimal point is inserted at the tab stop, and any additional characters you type are inserted to the right of the decimal point. If you don't type a decimal point at a decimal tab, all the text you type will be right-aligned at the tab stop. Thus, you can use a decimal tab as a right-aligned tab if you want to.



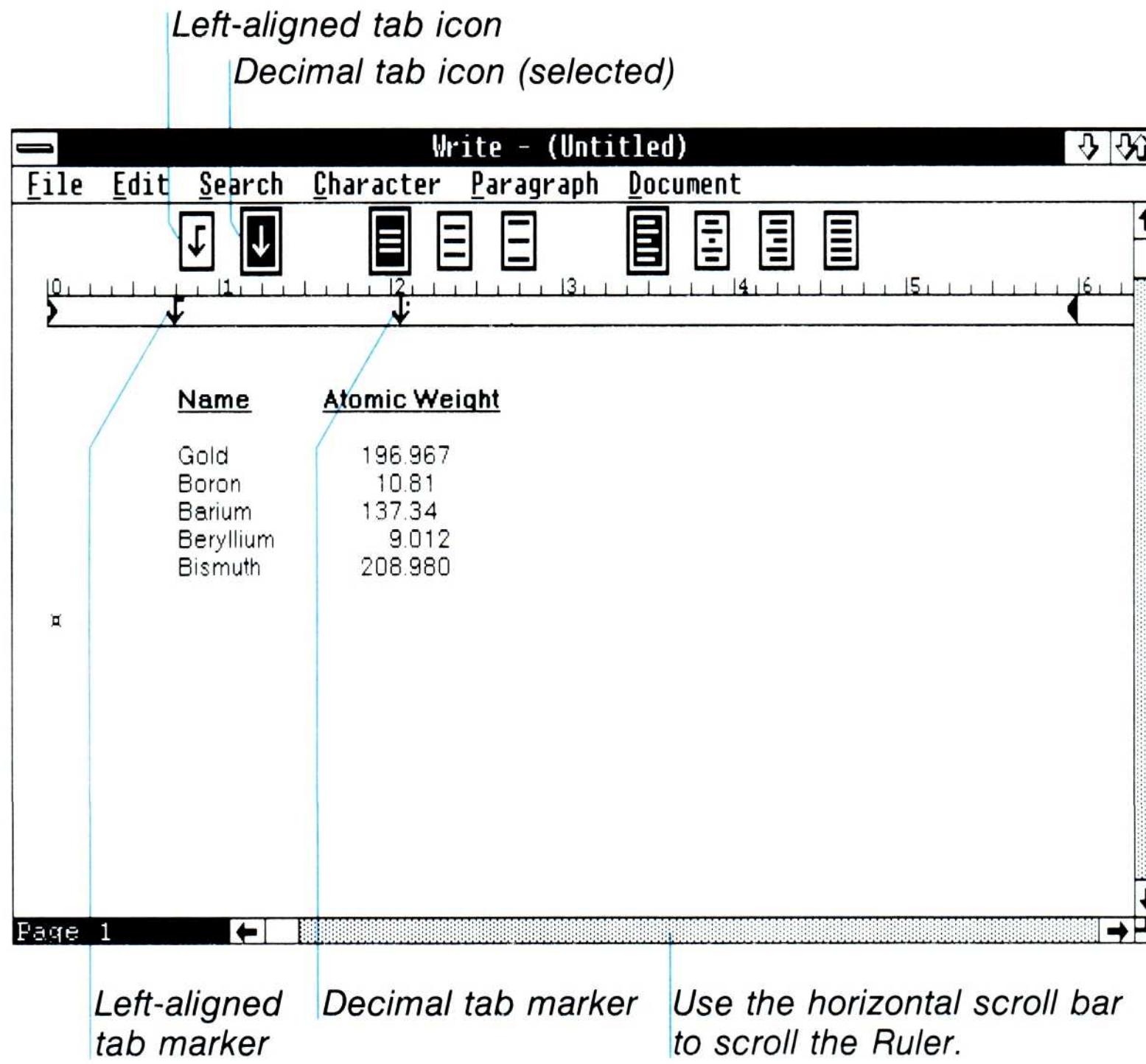
## Setting tabs with the Ruler

### Setting Tabs with the Ruler

If you have a mouse, you can also set tabs with the Ruler. The Ruler appears at the top of the window when you choose the Ruler On command from the Document menu.

To set tabs with the Ruler, follow these steps:

- 1** Select the Document menu, and choose the Ruler On command.



- 2** Click the tab icon you want to use: left-aligned or decimal.
- 3** Click the Ruler where you want to set a tab, or drag an existing tab marker to a new position.
- 4** To hide the Ruler, select the Document menu, and choose the Ruler Off command.

The tabs you set with the Ruler are reflected in the Tabs dialog box.

To remove a tab with the Ruler, follow this procedure:

- Drag the tab marker down and off the Ruler.

### Removing tabs with the Ruler

## Changing the Page Layout

The page layout is the arrangement of text on the page when you print your document. Use the Page Layout command to

- Change Write's margins for the printed page.
- Specify a starting page number other than 1 for the printed document.

In a printed document, indented text is indented from the margins you set with the Page Layout command.

To change the page layout, follow these steps:

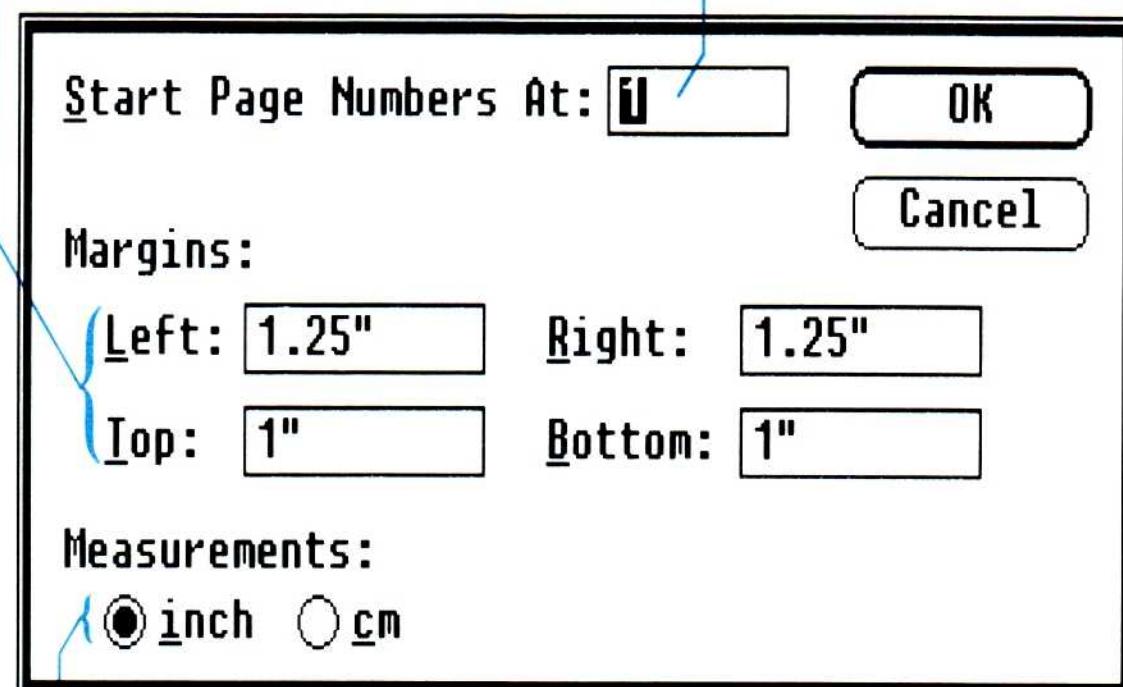
- 1 Select the Document menu, and choose the Page Layout command.

You will see this dialog box:

### Changing the page layout

*In the Margins boxes, enter measurements to change the margins on the printed page.*

*Type the starting page number.*



*Select a unit of measurement.*

- 2 In the Start Page Numbers At box, type the number at which you want page numbers to start, if different than 1.

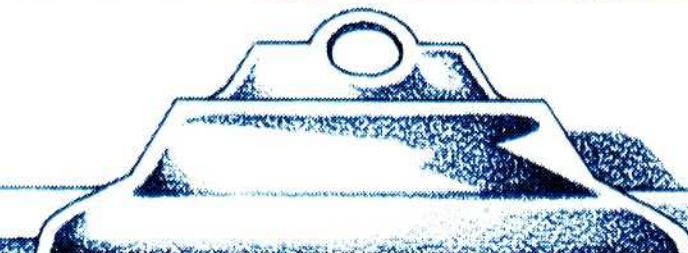
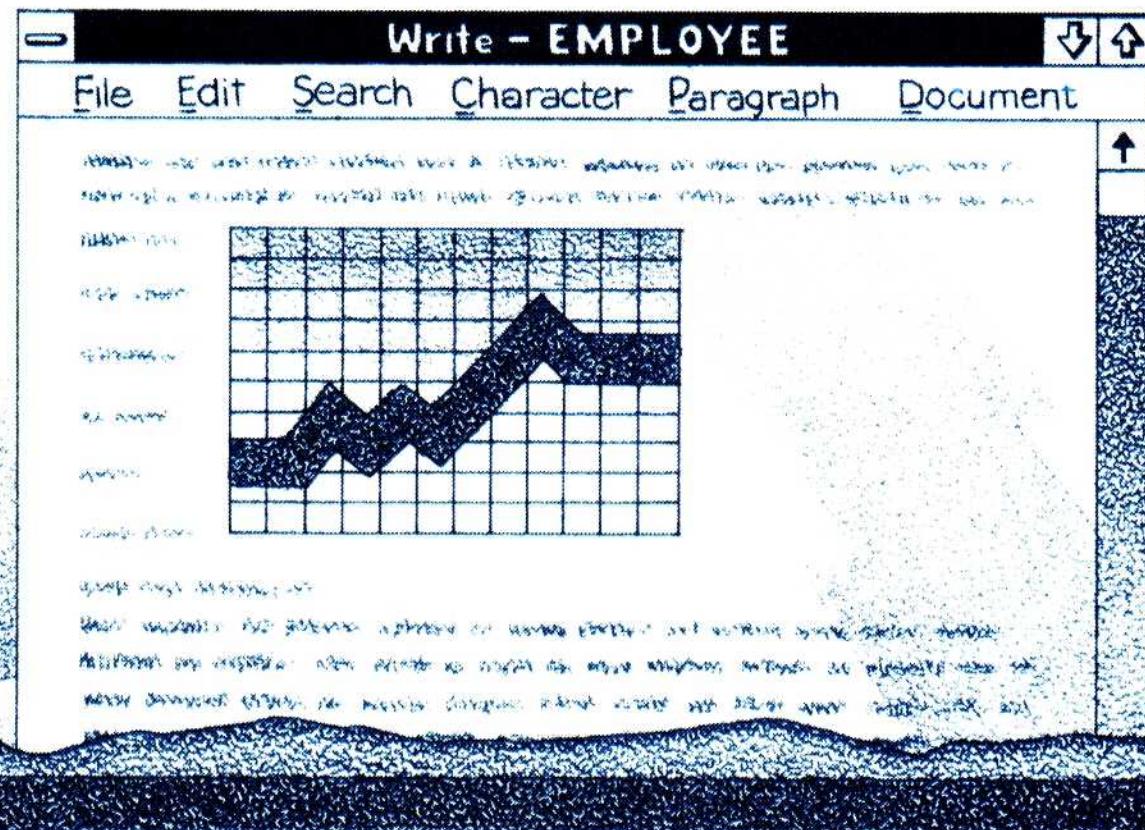
- 3** In the Margins boxes, type the margins you want.
- 4** Choose the cm button if you want metric measure.
- 5** Choose the OK button to carry out the command.

If you enter a starting page number, Write adjusts the page numbers displayed in the lower-left corner of the window. Write also uses the adjusted page numbers for the Go To Page command from the Search menu.

## 4 Pasting from Other Applications

You can paste text and graphics from other Microsoft Windows applications onto your Microsoft Windows Write documents. Pasting makes it easy to enhance documents visually and to insert text without retyping it.

This chapter describes how to paste data from both Windows applications and standard applications. It also describes how to move and size pictures in Write, how to paste from Write to other applications, and how to use Write with Microsoft Word.



You can paste information from any application that runs with Windows, whether it is a Windows application or a standard application. For general guidelines about running standard applications, see the *Microsoft Windows User's Guide*.

**Note** It is not necessary to run the two applications simultaneously. Windows holds the information you copy and paste on the Clipboard. Windows saves Clipboard even after you quit the application you copied from.

---

## Clipboard

Clipboard holds the information you want to paste. You have probably already used Clipboard to move and copy text within a Write document.

You can run Clipboard any time during a Windows session to see what is on it. This is useful if you want to check the contents of Clipboard before you paste.

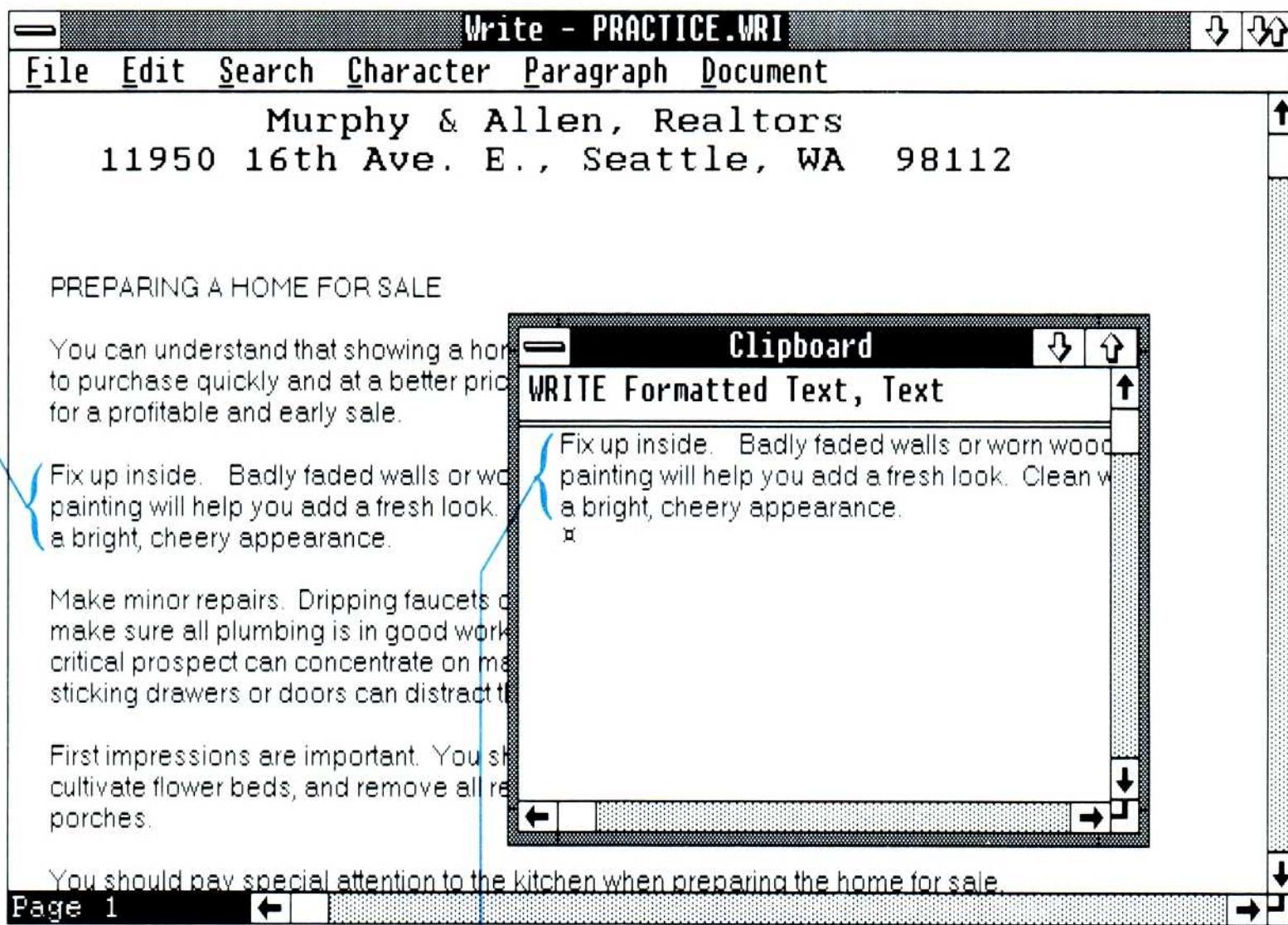
To run Clipboard, follow these steps:

- 1** Open the MS-DOS Executive window.
- 2** Select and run CLIPBRD.EXE.

---

## Running Clipboard

This text was copied to Clipboard.



*Run CLIPBRD.EXE to view the contents of Clipboard.*

Clipboard contains the most recent information you cut or copied from a Windows application. The next Paste command pastes this information onto an application. The contents of Clipboard remain until you cut or copy new information, or end the Windows session. The examples in this chapter describe how to

- Paste graphics from Windows Paint (a Windows application).
- Paste data from standard applications.

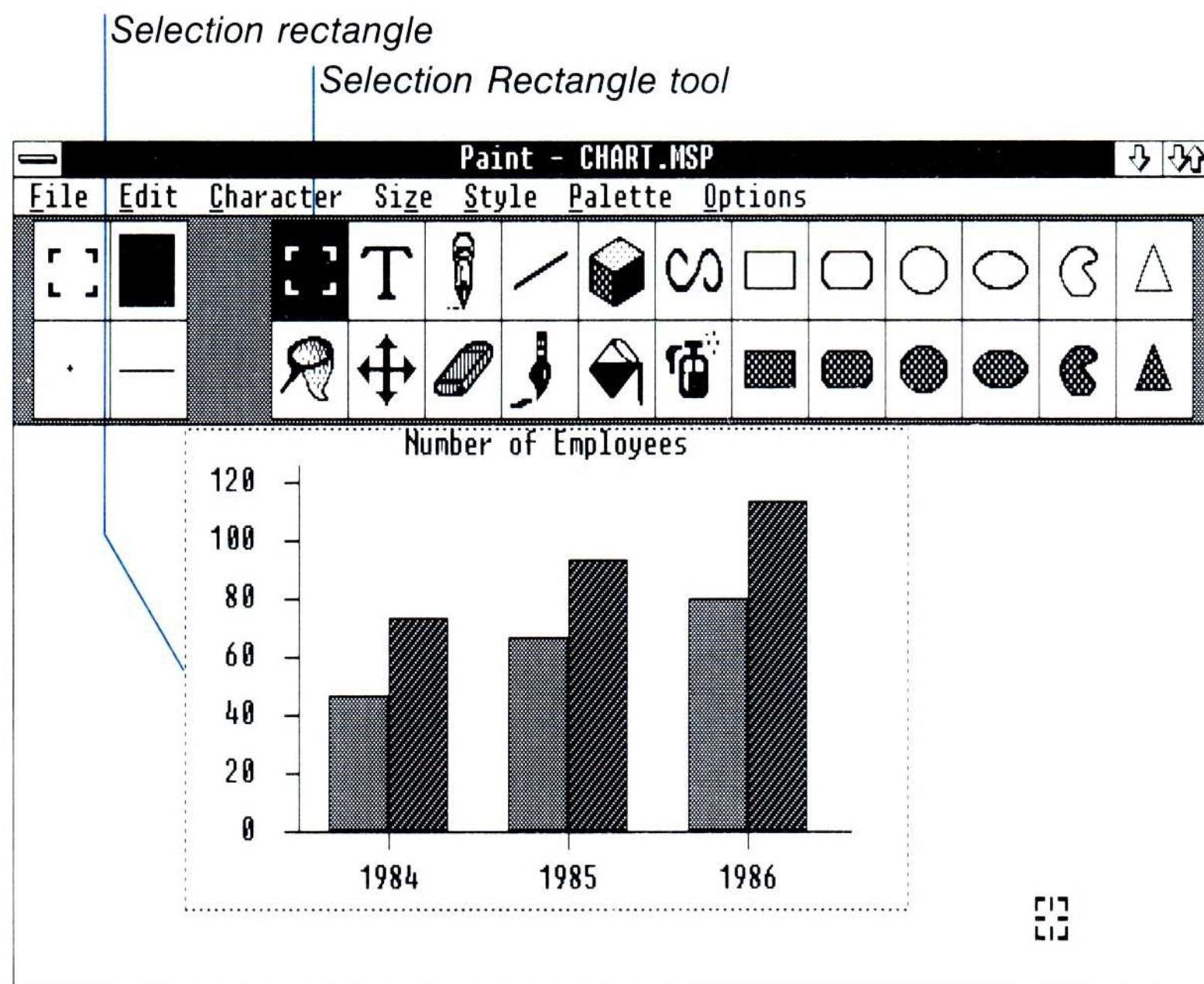
## Pasting Graphics from Windows Paint

Windows Paint is a drawing tool that is a Windows application; that is, it was designed especially to run with Microsoft Windows. You can paste all or part of a Paint canvas onto a Write document.

## Pasting graphics from Windows Paint

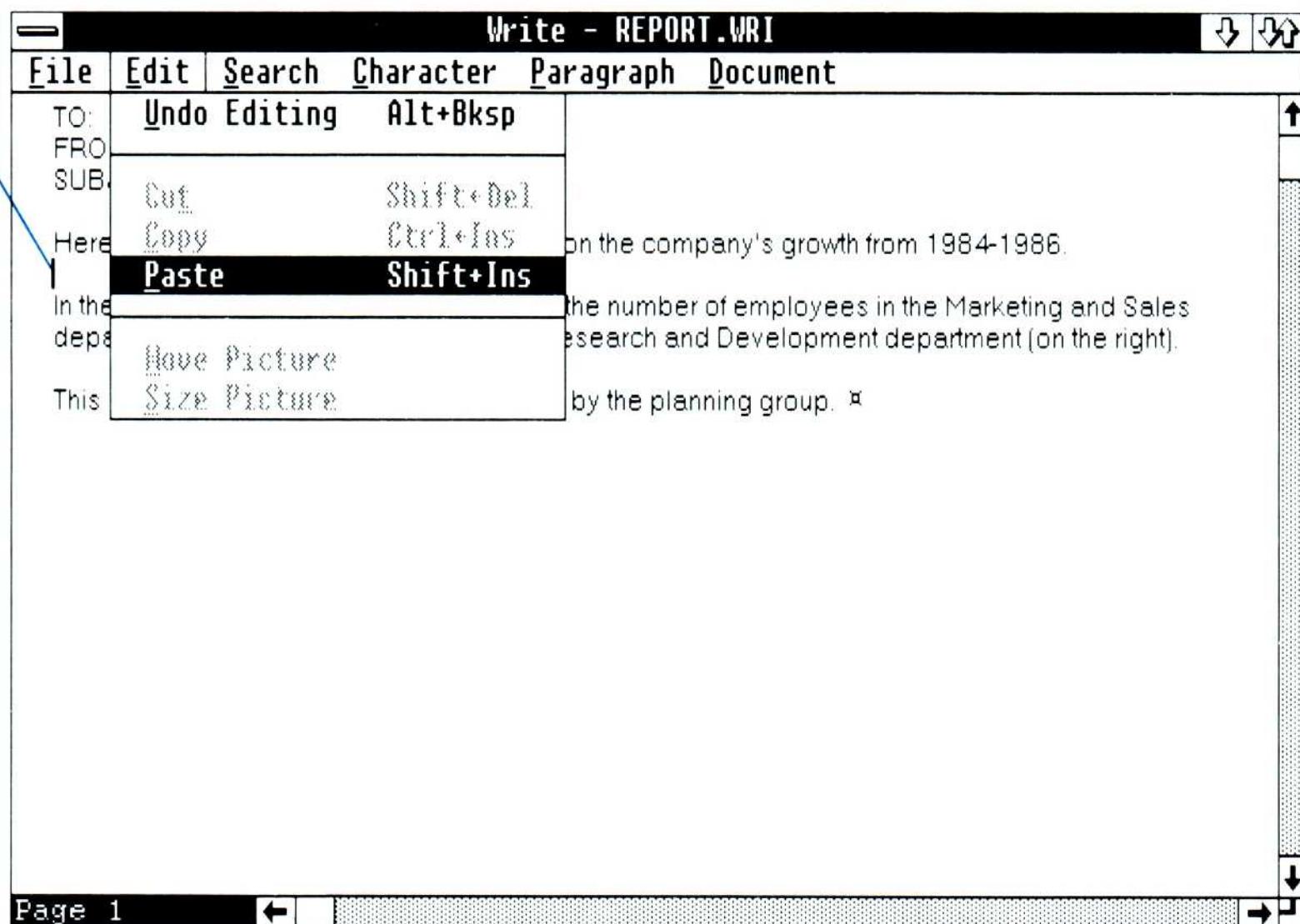
To paste from Paint, follow these steps:

- 1 Open a Paint window with the canvas you want to copy from.
- 2 Pick up the Selection Rectangle tool, and select the area of the canvas you want to paste onto Write.

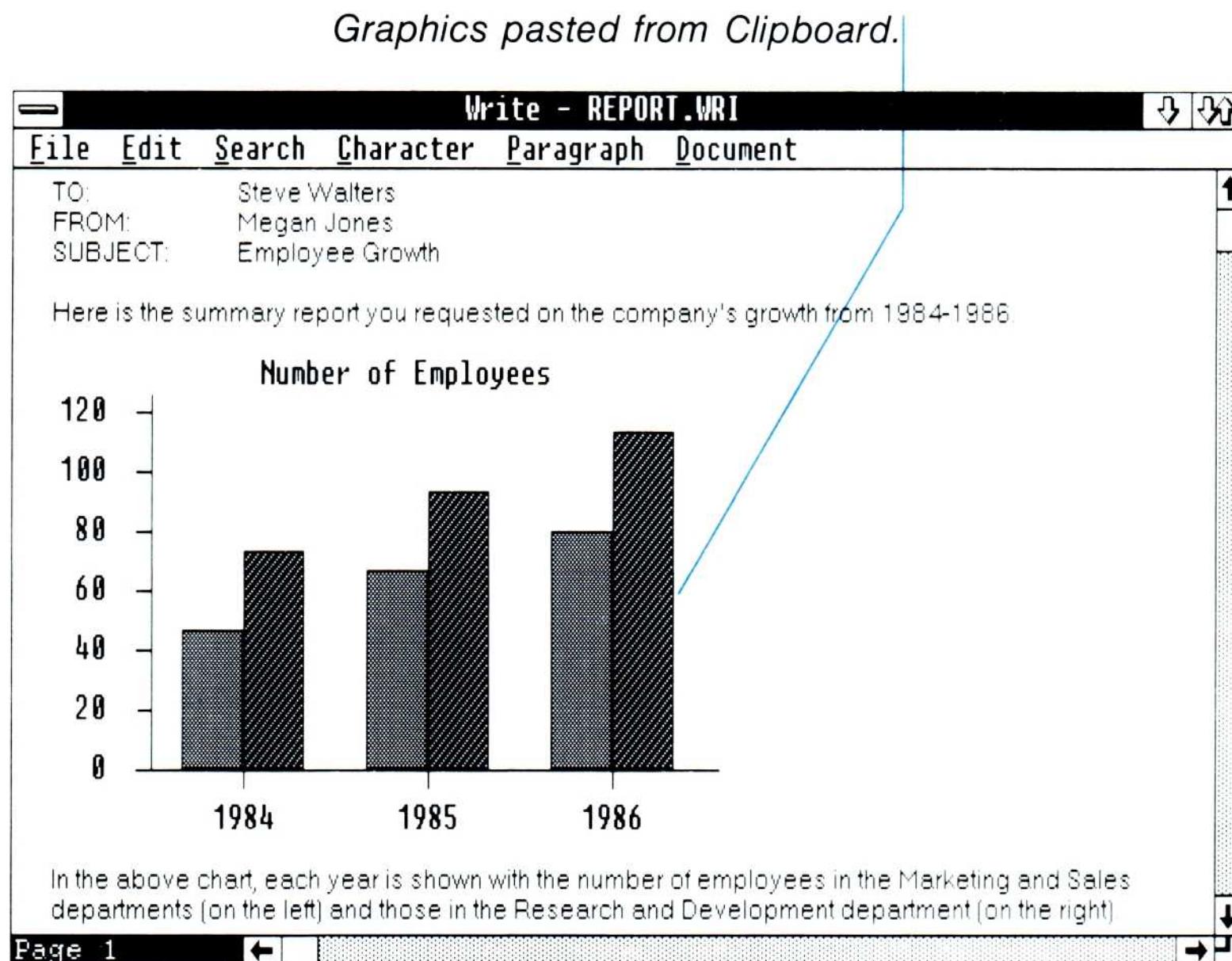


- 3 Select the Edit menu and choose the Copy command.  
This copies the selection onto Clipboard.
- 4 Open a Write window that contains the document you want to paste onto.
- 5 Move the insertion point to where you want to insert the graphics from Paint.

When you choose the Paste command, the graphics will be inserted from Clipboard at the insertion point.



- 6 Select the Edit menu and choose the Paste command to insert the graphics in the document.



**Note** Choosing Paste need not be your first action after opening the document. But it is wise to paste immediately, before you choose the Cut or Copy command and inadvertently change the contents of Clipboard.

You can also use Paint to enhance text or graphics from other applications before pasting onto Write. See "Pasting from Write into Another Application," later in this chapter.

## Pasting Data from a Standard Application

You can easily paste data from standard applications into Microsoft Write. Use the Mark and Copy commands from the Control menu to select the area you want to paste onto Clipboard, or use ALT+PRINTSCREEN to copy an entire screen to Clipboard. For more information on copying to Clipboard, see the *Microsoft Windows User's Guide*.

To paste data from a standard application, follow these steps:

- 1 Copy the desired information to Clipboard.
- 2 Open a Write window that contains the document to which you want to paste.
- 3 Move the insertion point to where you want to insert the data. If your document is in a proportional-space font such as Helv, it's a good idea to change to a fixed-space font such as Courier before pasting data. This ensures that information will line up in your Write document.
- 4 Select the Edit menu and choose the Paste command to insert the data in the document. If you changed to a fixed-space font, change back to the proportional-space font before you continue typing.

---

### Pasting data from a standard application

---

## Moving and Sizing a Picture in Write

After you paste a picture or graph into Write, you can select it and move, copy, or paste it just as you would text.

The picture is always pasted onto the document at the left margin. You can move the picture horizontally with the Move Picture command. You can change the size of the picture with the Size Picture command. The Move Picture and Size Picture commands are active while a picture is selected.

### Moving a Picture

You can move a picture horizontally with the Move Picture command from the Edit menu. You can move the picture with the keyboard or the mouse.

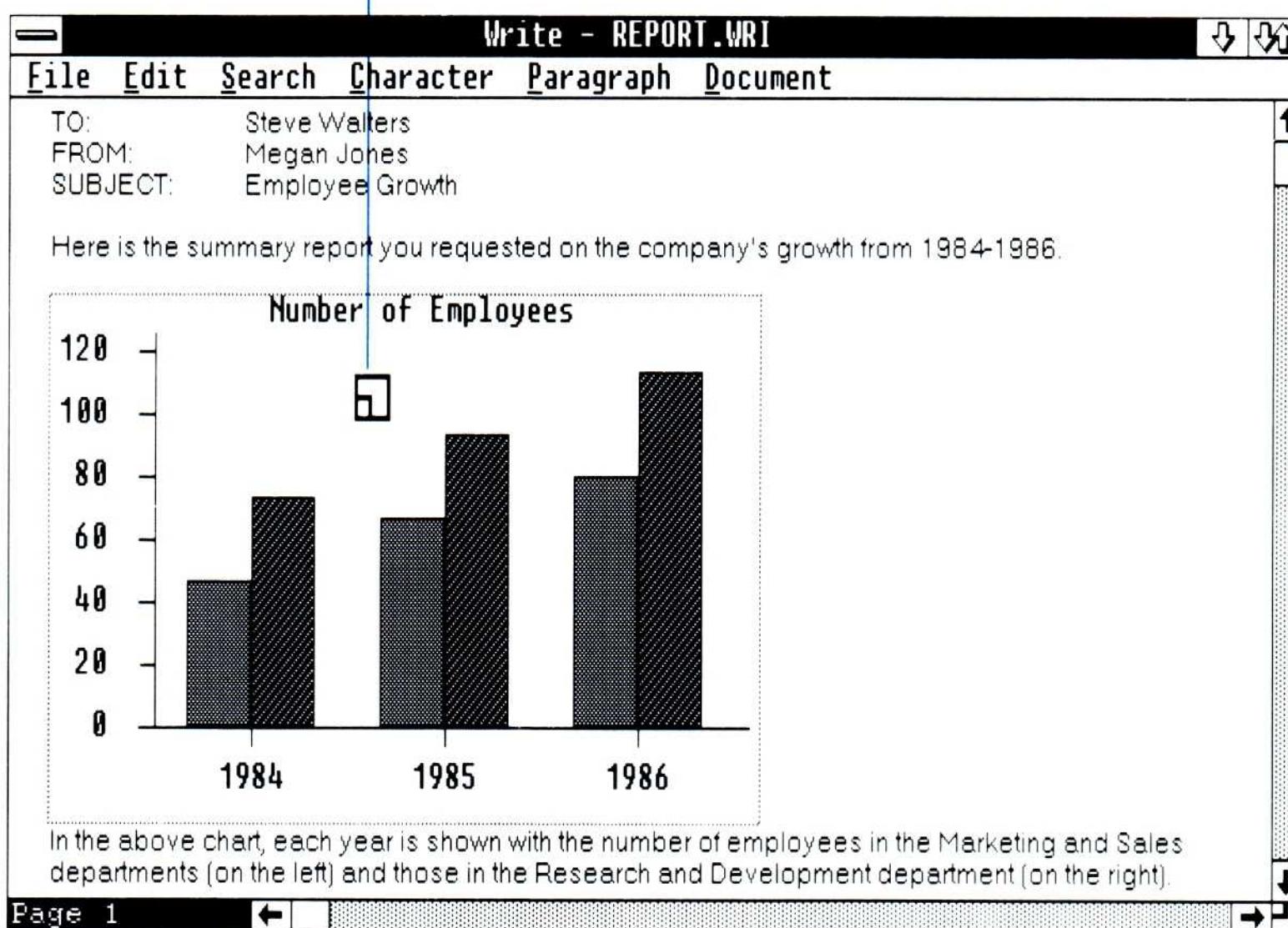
To move a picture with the keyboard, follow these steps:

---

### Moving a picture

- 1 Move the insertion point to the left of the picture and press SHIFT + RIGHT to select the picture.
- 2 Select the Edit menu and choose the Move Picture command. An icon appears in the center of the picture and a dotted frame surrounds the picture.

*Use the RIGHT and LEFT keys to move the picture frame. Then press the ENTER key.*



- 3 Press the RIGHT or LEFT direction key to move the dotted frame.
- 4 When the frame is where you want it, press the ENTER key. Or, press the ESCAPE key to leave it where it was.

## Moving a picture



To move a picture with the mouse, follow these steps:

- 1 Click the picture to select it.
- 2 Select the Edit menu and choose the Move Picture command. An icon appears in the center of the picture and a dotted frame surrounds the picture.
- 3 Without pressing the mouse button, move the mouse right or left to move the dotted frame.
- 4 When the frame is where you want it, click the mouse button. Or, press the ESCAPE key to leave it where it was.

**Note** You can also use formatting commands from the Paragraph menu (Left, Centered, Right) to move a picture.

## Sizing a Picture

You can enlarge or reduce a picture in Write with the Size Picture command from the Edit menu. You can size the picture with the keyboard or the mouse.

There are several points you should keep in mind when you size a picture:

- The lower-left corner of the Write window displays sizing information in the form of X and Y values. It is best to keep X and Y the same, and to size in whole (for example, 5) rather than fractional (5.5), numbers. This will prevent distortion of the sized image.
- Write displays pictures in a screen resolution that is appropriate to the selected printer. Because of differences in screen and printer resolutions, these pictures may seem slightly distorted on screen. When printed, the resolution will be correct.

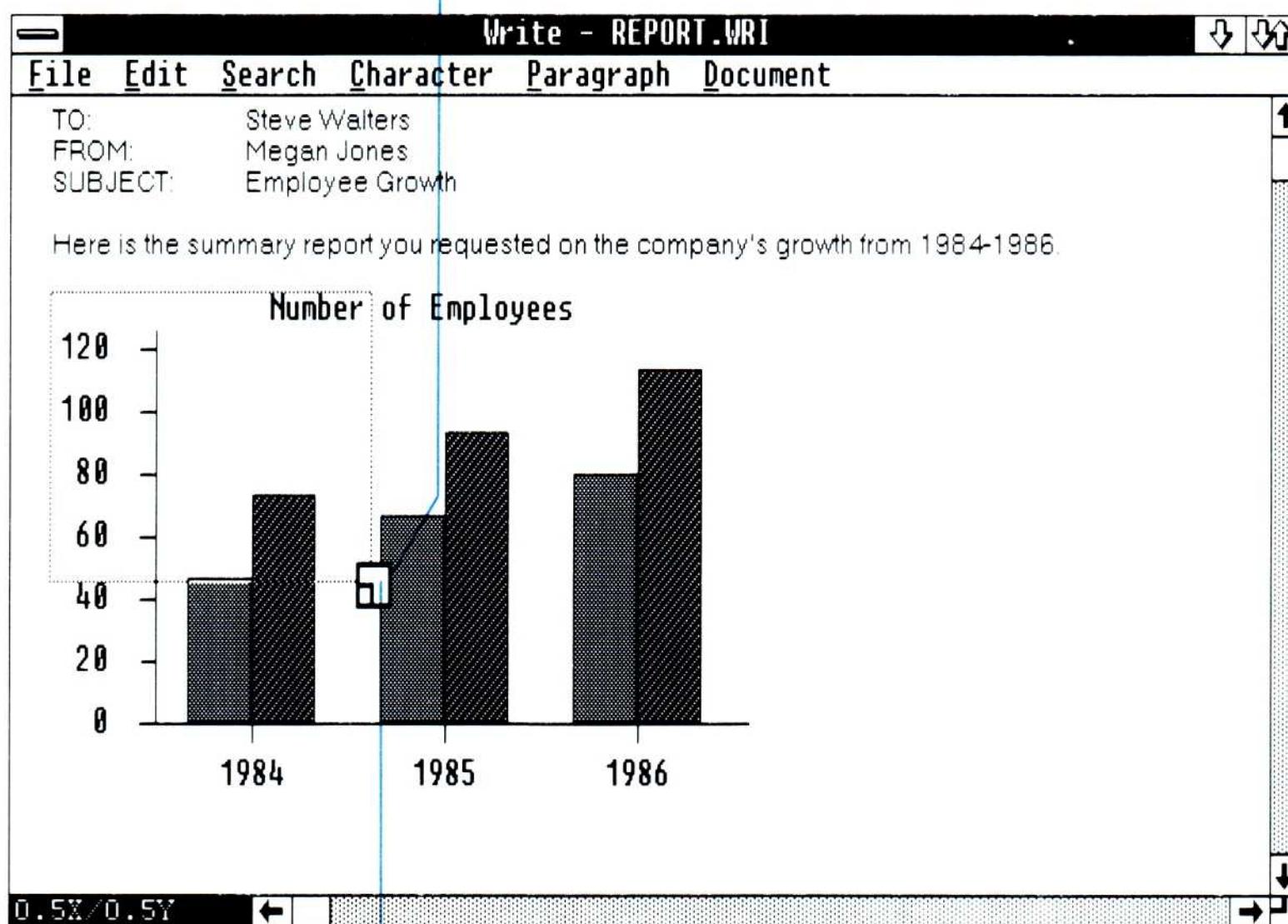
To size a picture with the keyboard, follow these steps:

---

### Sizing a picture

- 1 Move the insertion point to the left of the picture and press SHIFT + RIGHT to select the picture.
- 2 Select the Edit menu and choose the Size Picture command. An icon appears in the center of the picture and a dotted frame surrounds the picture.

*Use the LEFT RIGHT or DOWN keys to move to the edge of the frame. To size in two dimensions, move to a corner.*



*Use the DIRECTION keys to size the picture.*

- 3 Press the LEFT, RIGHT, or DOWN key to move the icon to the bottom or side of the dotted frame. To size in two dimensions, move the icon to a lower corner of the dotted frame.
- 4 Press a DIRECTION key to enlarge or reduce the frame. For example, if the icon is in the lower-right corner, pressing the UP key reduces the height of the dotted frame, and pressing the LEFT key reduces the width.
- 5 When the frame is the size you want, press the ENTER key. Or, press the ESCAPE key to go back to the original size.

## Sizing a picture



To size a picture with the mouse, follow these steps:

- 1 Click the picture to select it.
- 2 Select the Edit menu and choose the Size Picture command. An icon appears in the center of the picture and a dotted frame surrounds the picture.
- 3 Without pressing the mouse button, move the icon to the bottom, left, or right edge of the frame.

At the edge of the frame, move the icon in the direction you want to enlarge or reduce the picture.

- 4 When the frame is the size you want, click the mouse button. Or, press the ESCAPE key to go back to the original size.

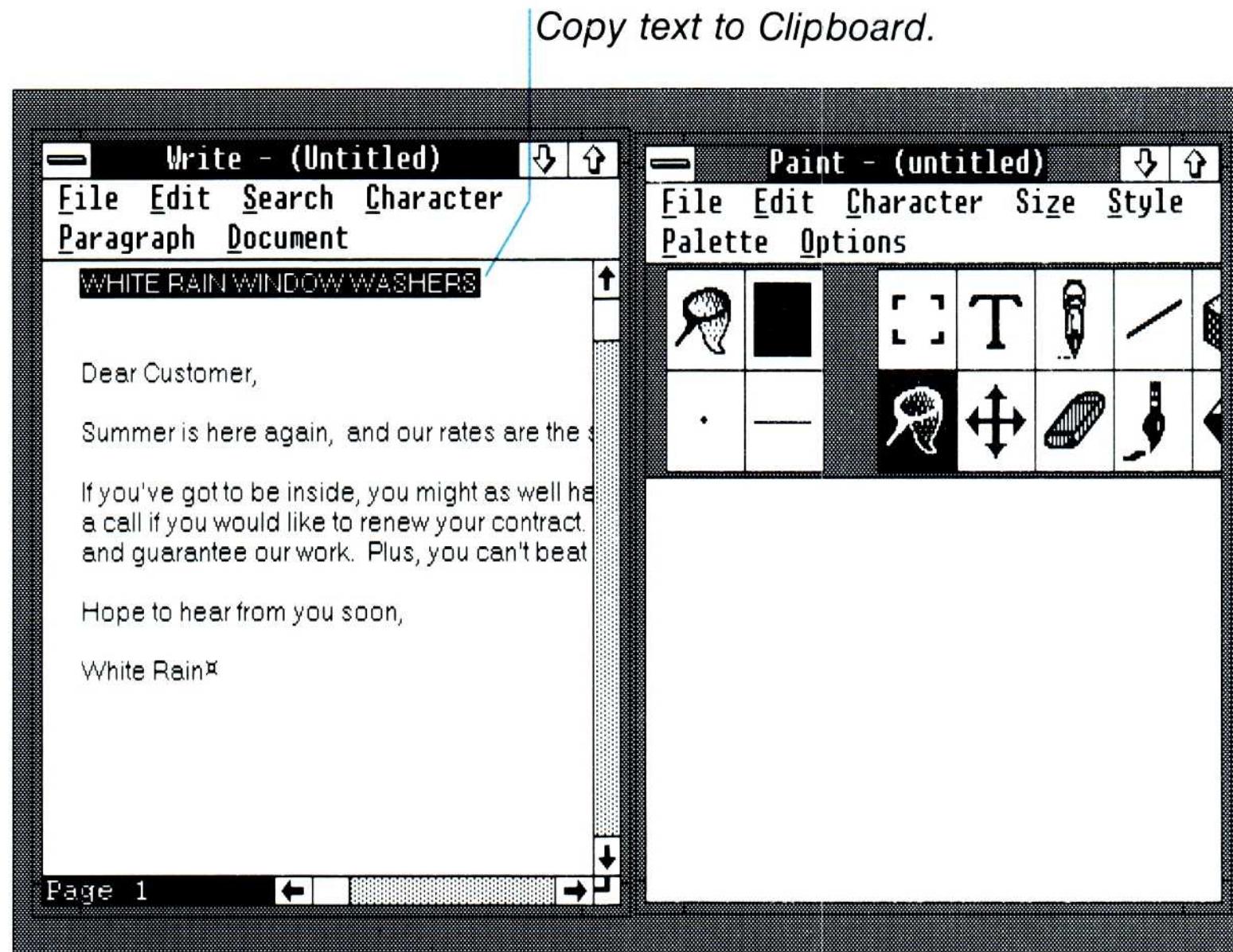
## Pasting from Write onto Another Application

You can paste text and graphics from your Write documents onto other applications. The following example shows you how to paste text onto Paint. You may want to do this to make certain text, such as a title or letterhead, more elaborate. Then you can paste the text back onto your Write document.

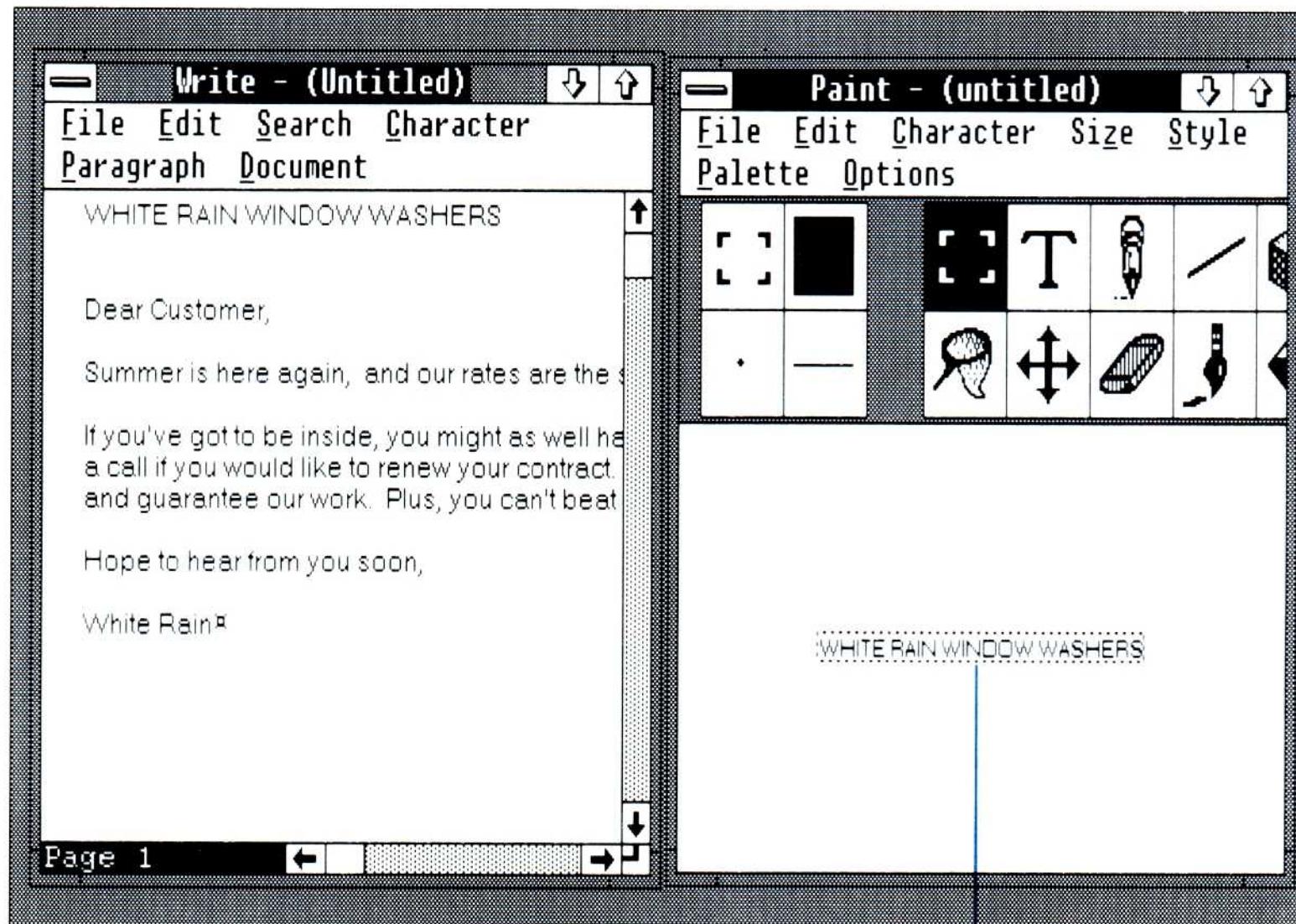
To paste from Write onto Paint, follow these steps:

- 1 Open two windows on the screen: a Write window with a document and a Paint window with a clean canvas.
- 2 Select the text in the Write document that you want to paste onto Paint.

### Pasting from Write onto Paint



- 3** Select the Edit menu and choose the Copy command.
- 4** Select the Paint window.
- 5** Select the Edit menu and choose the Paste command.

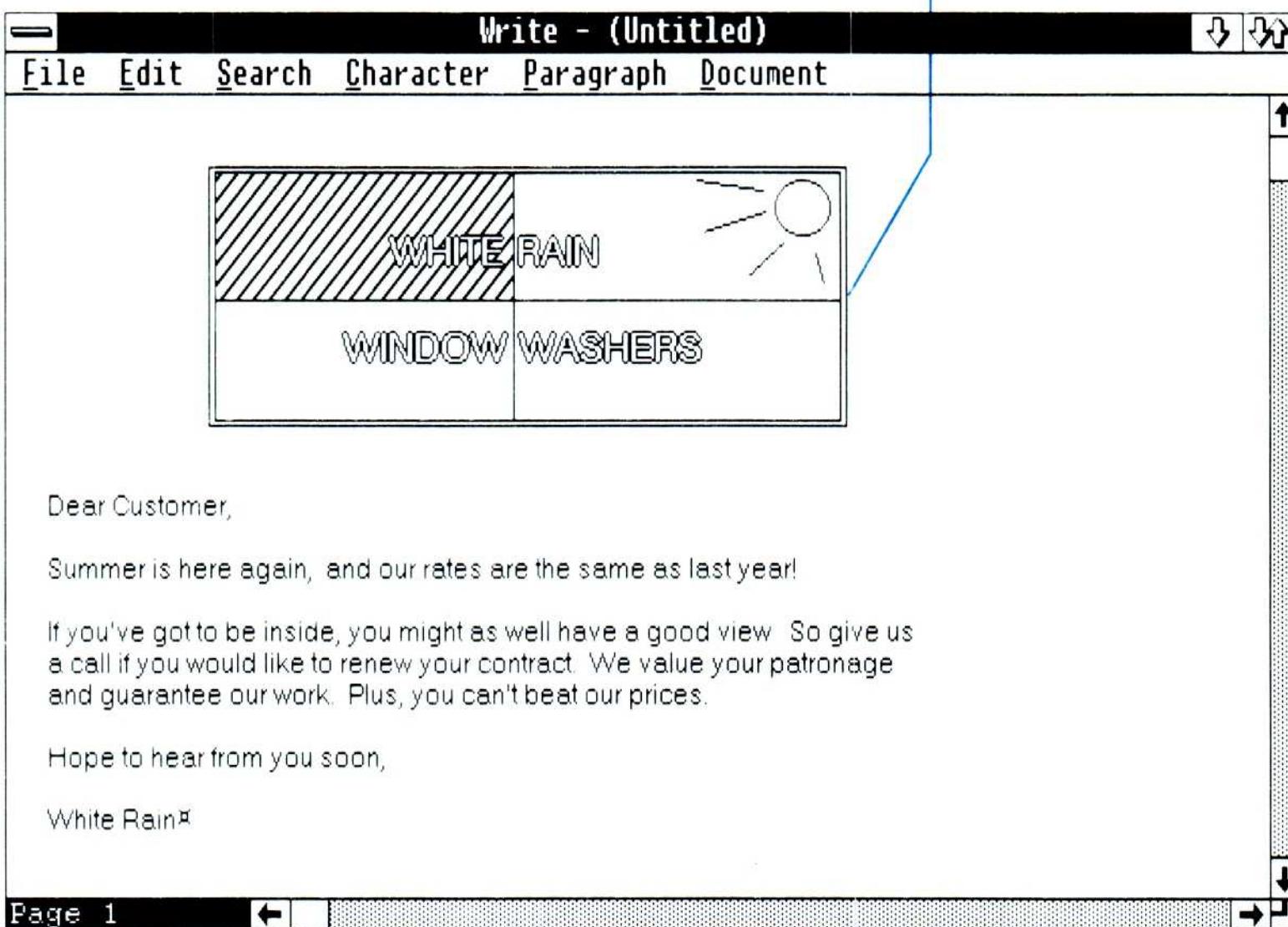


*Text pasted into Paint*

Now you can use the Paint tools to make the text really exciting. Use your imagination and experiment. If you want to start over, erase the canvas and paste the text again.

When you finish designing the text, you can paste it back onto the Write document. For instructions on how to do this, see "Pasting Graphics from Windows Paint," earlier in this chapter.

*Graphics from Paint pasted back into document*



## Using Write with Microsoft Word

Write is highly compatible with Microsoft's in-depth word processing program, Word. You can share documents between these two writing programs and get the benefits of both.

Microsoft Word is a word processor for people who handle long documents or need advanced capabilities. With Word, you get special features such as mail merge, spelling checker, footnotes, glossaries, style sheets, and automatic hyphenation.

Write offers the advantages of combined text and graphics and the ability to paste information from other applications. It is the perfect writing program for busy people who need to get short documents out quickly. Write is also very easy to learn because it uses the standard Windows interface.

If you are using both Write and Word, or if you have access to Write and Word documents, you will find the two products complement each other. You can move a Write document into Word and use advanced features, such as mail merge, with that document. You can move a Word document into Write and paste in graphics and text from Paint and other applications in Windows.

Both word processors are very flexible in their treatment of fonts, but they do not use the same fonts. A document transferred into Write can use only the fonts available with Write. A document transferred into Word can use only the fonts available with Word.

---

## Using Word documents in Write

### Using a Word Document in Write

To use a Word document in Write, open the document with the Open command in Write. You can begin immediately to edit the text, paste graphics from the Clipboard, or perform other Write tasks with the document.

Because Word has more ways to treat text than Write does, some aspects of the document will change. Check the following list to see how Write will handle your Word document:

- If the Word document has more than one division, Write uses only the division formats of the first division. Write discards automatic page numbers, but keeps the starting page number, if you specified it. Write does not acknowledge any margin settings made in the Word document; instead it uses the margins that are set for the active printer in Write. Write changes Word's division marks into page breaks and discards any division formats assigned after the first division.
- If the first division of the Word document has a header and if the header is the first paragraph in the document, it becomes the header in the Write document. The same is true for the footer (or for both, if they are the first two paragraphs). Headers and footers that are not the first two paragraphs are discarded. Headers and footers from later divisions are discarded.

**Note** If you are using Version 1.0 of Microsoft Word, Write discards all headers and footers.

- Write displays footnotes from the Word document as paragraphs at the end of the document. Write displays automatic footnote references as asterisks. If you entered your own footnote references in Word, Write retains them.
- Write uses the tab settings from the first paragraph of the Word document. These tab settings apply to the entire Write document.
- Write keeps the paragraph formats from Word, except extra space between paragraphs. If paragraphs have line spacing greater than double spacing (such as triple spacing), Write changes it to double spacing.

- Write keeps new-line characters.
- Write keeps the bold, italic, and underline character formats. Write discards the strikethrough, double underline, and uppercase formats and displays the text as normal text. Write displays a smaller font for small caps, but does not capitalize the text. Write keeps superscripts and subscripts.
- Write changes nonbreaking spaces to “ÿ” and nonbreaking hyphens to “ää.” Write discards optional and automatic hyphens.
- Write discards formatting that was done with Word style sheets. If you want to keep the formatting, change style sheet formatting to direct formatting before you transfer the document to Write.

To change style sheet formatting to direct formatting, follow these steps:

#### Changing to direct formatting

- 1 Select the entire document in Word.
- 2 Press ESCAPE, F, C to open the Format Character menu.
- 3 Choose a character format that was *not* used in your document, such as Strikethrough or Double Underline, and choose No for that format.
- 4 Press the ENTER key.

This converts the character formatting done with style sheets to direct formatting. When you apply direct formatting to all the characters, Write breaks its connection with the character formats on the style sheet.
- 5 Press ESCAPE, F, P to open the Format Paragraph menu.
- 6 Choose a paragraph format that was *not* used in your document, such as Keep Follow, and choose No for that format.
- 7 Press the ENTER key.

This converts the paragraph formatting done with style sheets to direct formatting. When you apply direct formatting to all the paragraphs, Write breaks its connection with the paragraph formats on the style sheet.
- 8 Save the document.

Now you can transfer the document to Write without losing the formatting.

---

## Using Write documents in Word

### Using a Write Document in Word

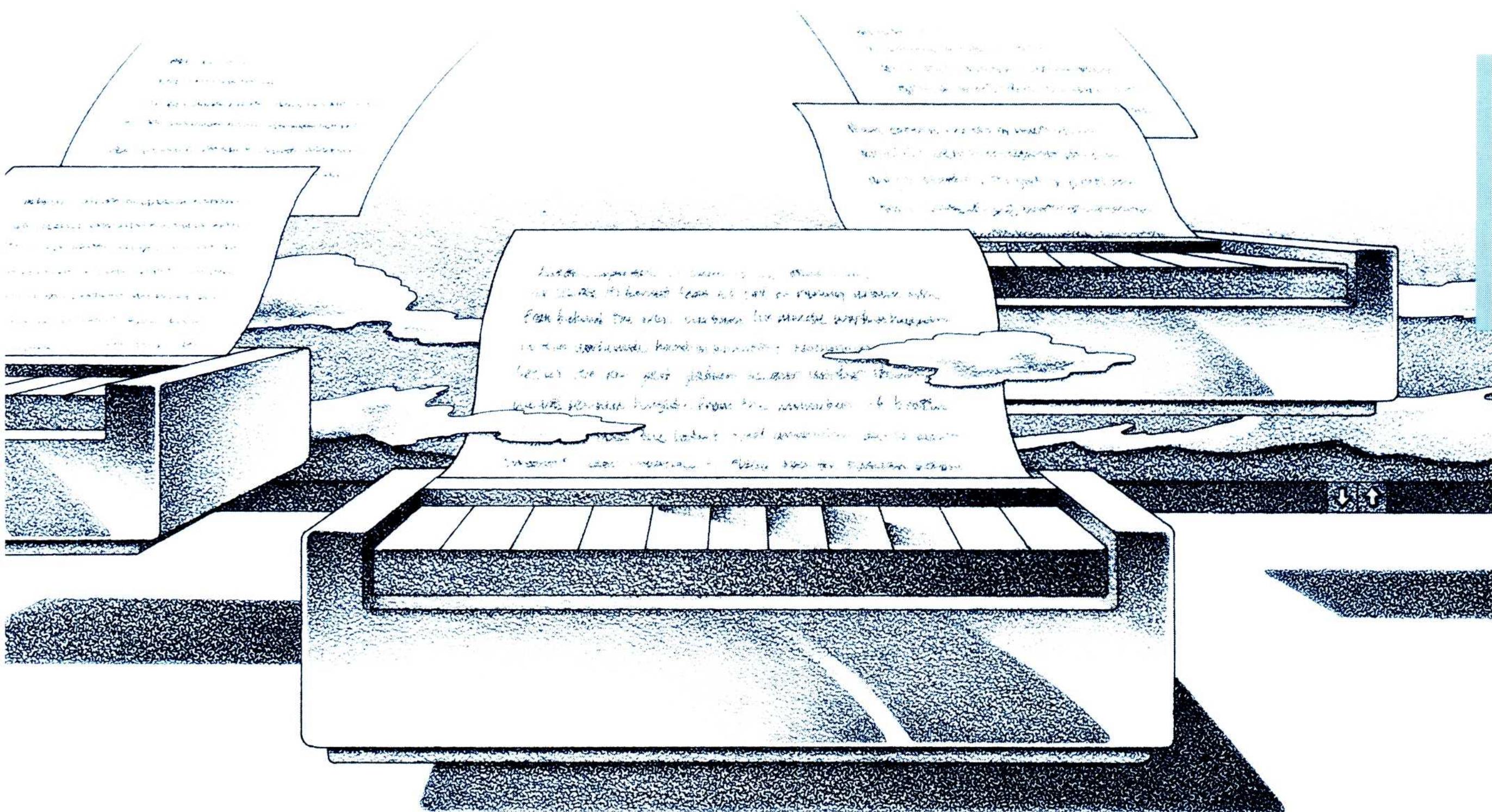
To use a Write document in Word, open the document as you would open any document with Word. You can begin immediately to use all the features of Word with the document.

Word keeps the character, paragraph, and document formats you assigned to the Write document. If you add Word-only features, such as footnotes or divisions, these will be changed if you open the document again with Write. See the previous section, "Using a Word Document in Write."

**Note** If your Write document contains graphics, delete them before transferring the document to Word. If you do open a document with graphics in Word, do not attempt to edit the graphics or print the document with Word. The Word program is not intended for use with graphics.

## 5 Printing a Document

When you are ready to print a document, use the Print command from the File menu to send the document to the printer. If you want to see where Microsoft Windows Write will break the pages before you print, use the Repaginate command to paginate the document. Write also has a Change Printer command that lets you switch to a different printer before you start printing. This chapter describes how to perform all of these commands.



## Using the Print Command

When you print a document, you can specify the number of copies and the range of pages you want to print. Write proposes printing one copy of the entire document. If you want to change the preset margins before you print the document, use the Page Layout command. For more information on changing margins, see Chapter 3, "Formatting Your Work."

### Printing a document

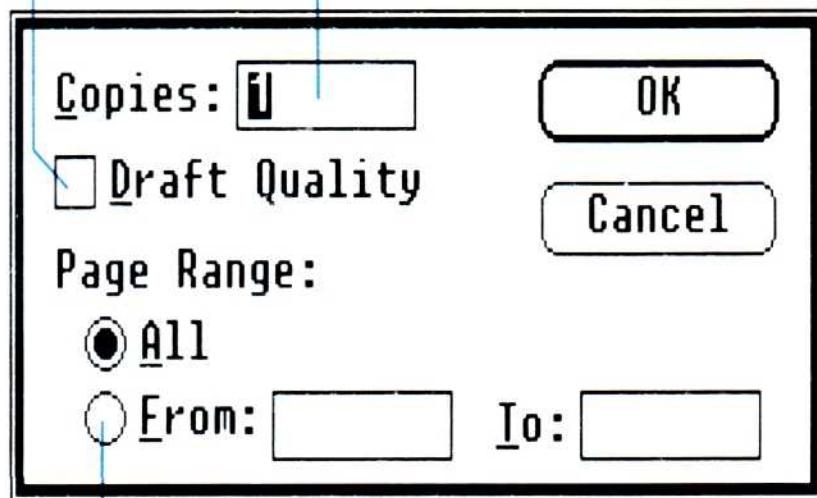
To print a document, follow these steps:

- 1 Select the File menu and choose the Print command.

You will see this dialog box:

*If the current printer has a draft mode, you will see this option. Select the check box if you want to print the document in draft mode.*

*To print more than one copy, type the number of copies here.*



*To print a range of pages, select this option and type the page numbers in the From box and To box.*

- 2 Select the options you want in the dialog box.
- 3 Choose the OK button.

You will see this message:



*Choose this button to cancel printing.*

To resume printing after a pause, select the Controls menu and choose the Resume command. For more information on printing, see the *Microsoft Windows User's Guide*.

**Note** You may have to disable Spooler in order to print large files. To do this, change the Spooler= line in the [windows] section of your WIN.INI file to read *spooler=no*. Then restart Windows. When you print a file, Spooler will not be used (Write will send the file directly to the printer), and you will not be able to pause or restart printing, though you will be able to cancel it.

---

### Printing large files

---

## Hyphenation

---

### Using hyphens

Write recognizes two kinds of hyphens, both of which you need to enter by hand. Write doesn't hyphenate automatically.

Normal hyphens are always visible. Use them for those hyphens you always want to appear; for example, in words such as *long-range*. Write breaks at normal hyphens that appear at the end of a line.

To insert a normal hyphen, simply type a dash in the desired location.

Optional hyphens are invisible unless they appear at the end of a line. Use them to specify correct hyphenation points in words.

To insert optional hyphens, follow this procedure:

- Press CONTROL + SHIFT + DASH at each desired hyphenation point.

## Paginating

Paginating is the process of breaking a document into pages. Write paginates a document for you automatically when you print it. Write controls pagination so that a single line in a paragraph is not printed by itself at the top or bottom of a page.

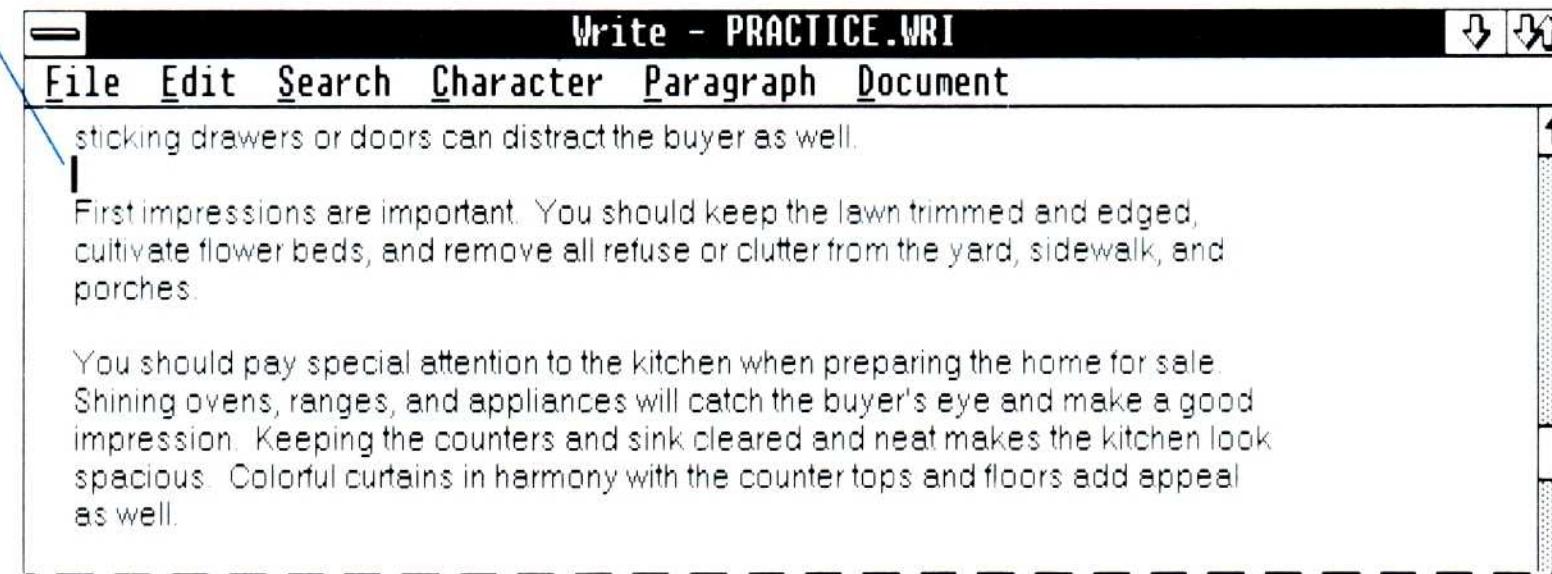
If you know you want a new page to start at a specific place, you can insert a page break.

### Inserting a page break

To insert a page break, follow these steps:

- 1 Position the insertion point where you want the page break to occur.
- 2 Press CONTROL+ENTER.

*Press CONTROL+ENTER to insert a page break here.*

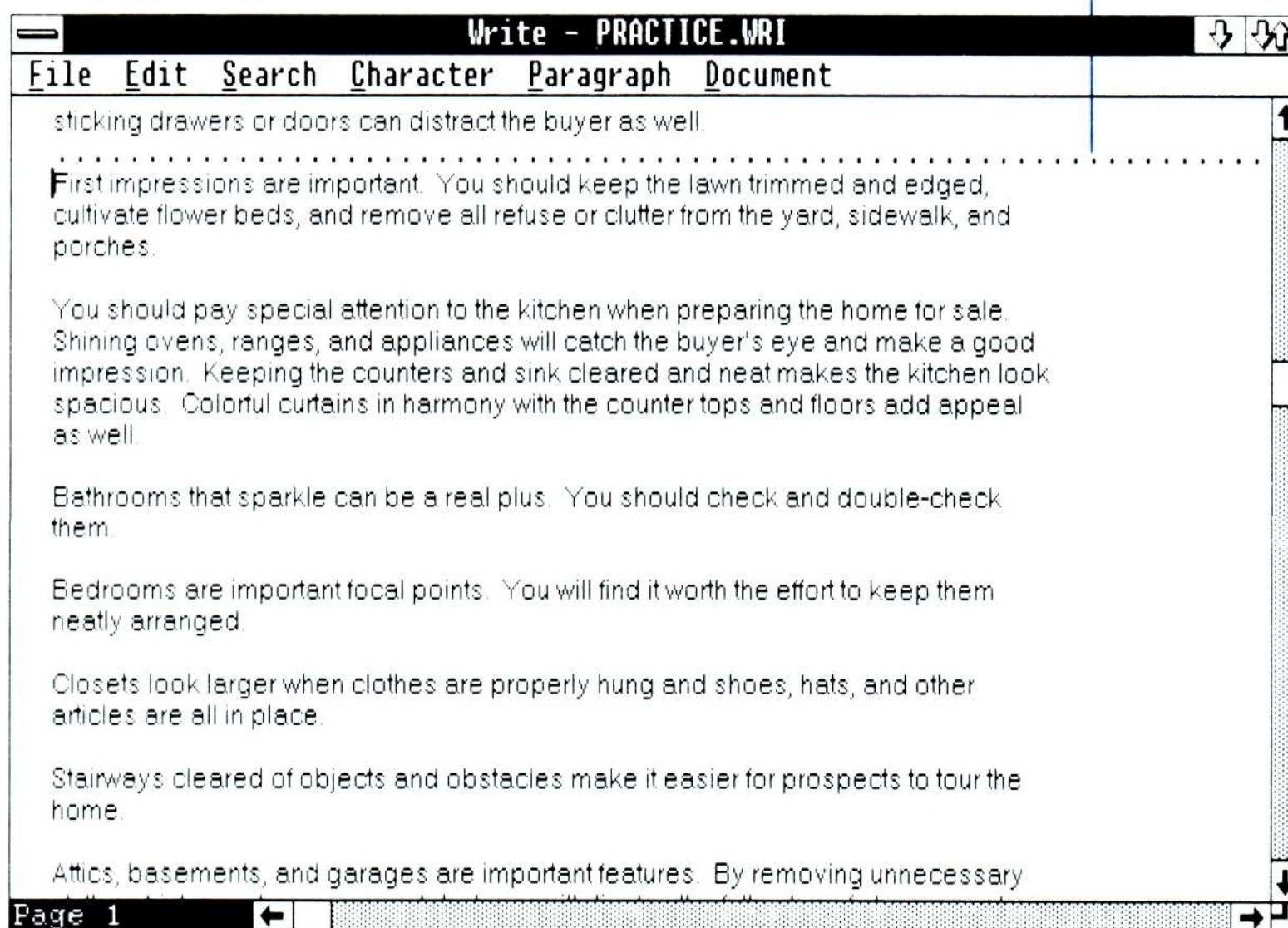


### Paginating a document

You can use the Repaginate command on the File menu to paginate a document. Then you can preview the page breaks on the screen before you print the document. The Repaginate command has an option called Confirm Page Breaks. It lets you approve or move each page break Write proposes during pagination.

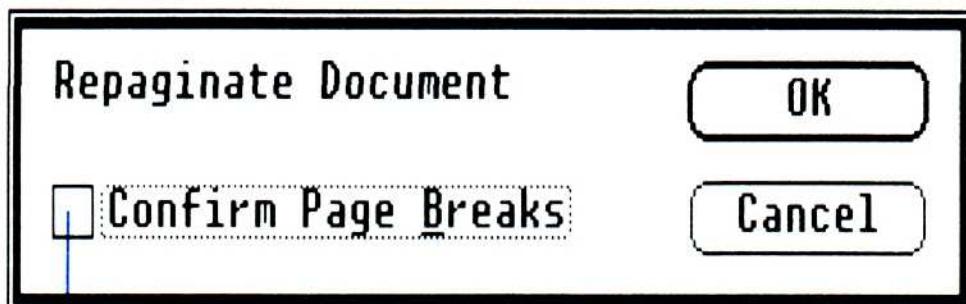
After pagination, two arrows (>>) in the left margin indicate the first new line of each page. The page breaks that you move or insert yourself appear as a dotted line across the document, followed by the two arrows. The dotted line can be selected, deleted, or copied just like any other character.

A dotted line indicates an inserted page break.



To paginate a document, follow these steps:

- 1 Select the File menu and choose the Repaginate command.  
You will see this dialog box:

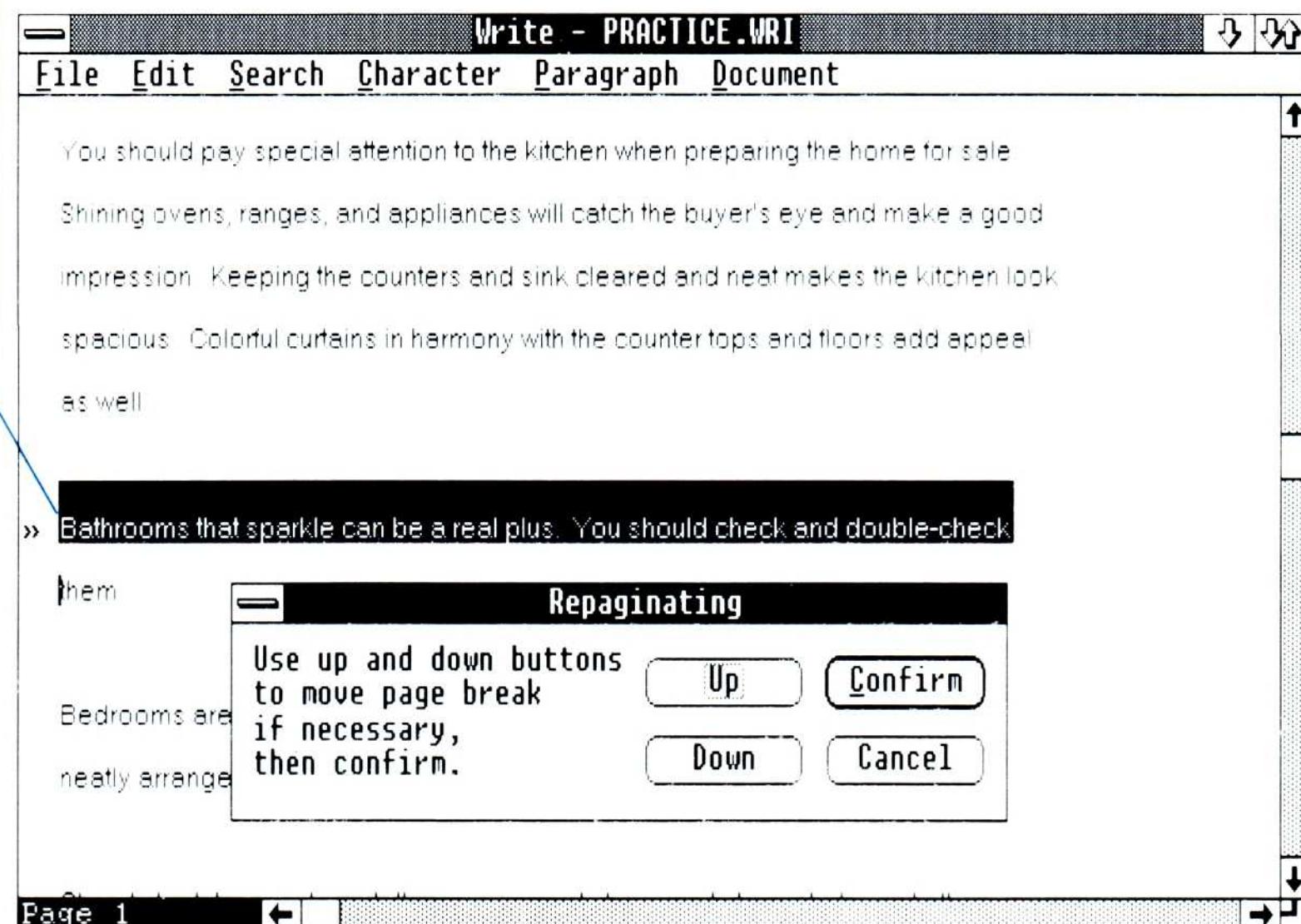


Select the check box if you want to approve each page break during pagination.

- 2 Select the Confirm Page Breaks check box if you want to approve each page break during pagination.
- 3 Choose the OK button.

If you elected to confirm page breaks, you will see this dialog box at each page break:

*Write proposes to break the page here.*



**Note** You cannot move a page break down from where Write proposes it. If you do not like the page break, you must move it up. Use the Down button if you move the page break up too far and want to move it back.

The Repaginate command does not change a page break you inserted with CONTROL+ENTER. However, while you are confirming page breaks, Write stops at each page break you have inserted and asks if you want to keep or remove it.

After a document has been paginated, you can jump to a specific page with the Go To Page command from the Search menu. This is a quick way to scroll through a long document once it has been paginated. For more information on the Go To Page command, see Chapter 2, "Editing a Document."

## Changing the Printer

Write prints your documents on the active printer. The active printer is the printer you installed with Windows. If you have installed more than one printer, you can change to a different printer in Write with the Change Printer command. The printer you change to then becomes the active printer.

The Change Printer command lists all the printers you installed with Windows during setup and also with the Add New Printer command in the control panel.

You can change printers in order to print on a different printer, or just to format your document for a different printer. The printer you change to need not be physically connected to your computer, but it must be installed in Windows.

When you change printers, the appearance of your document may change on the screen. This is because Write applies the fonts and character formats available with the active printer. These changes may affect the line breaks and page breaks in the document. If you change printers and want to see the new page breaks, use the Repaginate command.

To change the printer, follow these steps:

### Changing the printer

- 1 Select the File menu, and choose the Change Printer command.  
You will see a dialog box with a list of the installed printers.
- 2 Select the name of the printer you want to change to.
- 3 Choose the OK button.

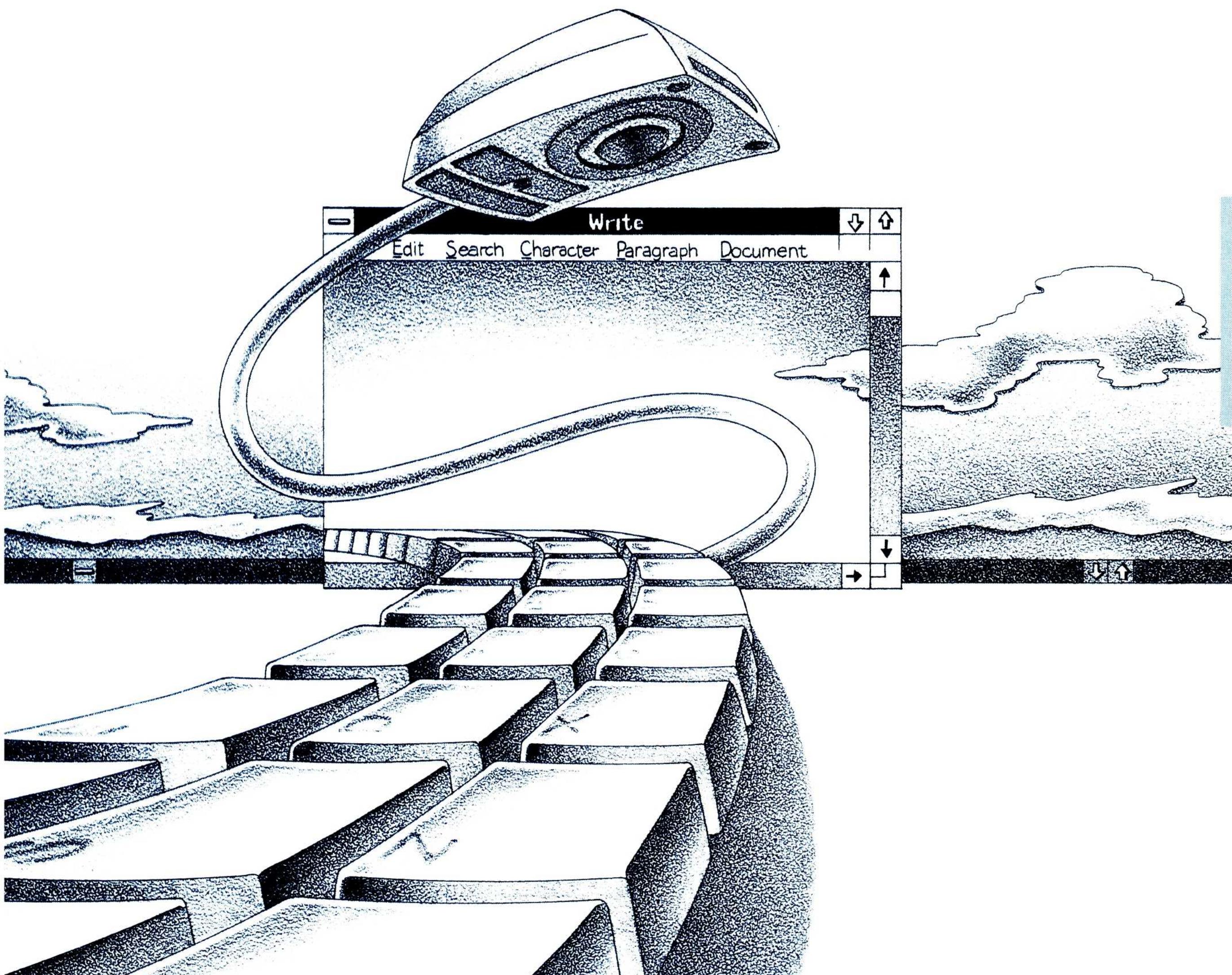
If the new printer has options for the mode of operation, you will see another dialog box. Select the options you want to use with the printer and choose the OK button.



## 6 Command Summary

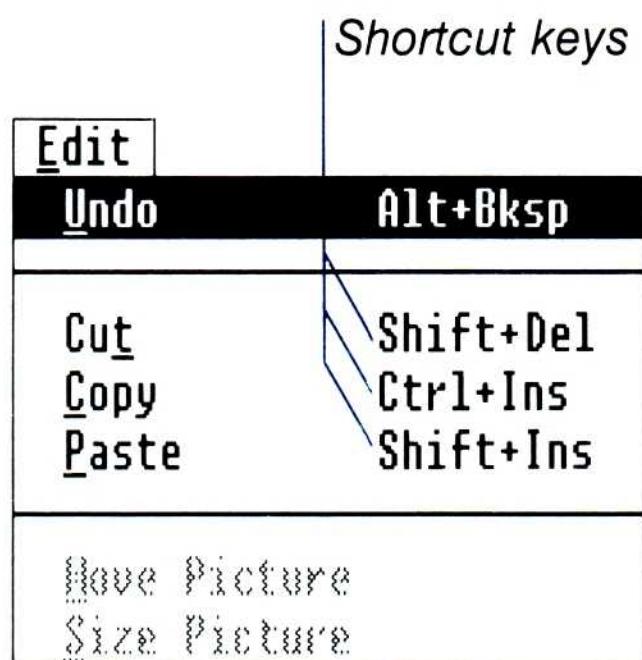
Microsoft Windows Write commands help you create, edit, format, and print your documents. You choose commands from the menus on the menu bar at the top of the Write window.

This chapter describes shortcut command keys, and describes each of the Write commands in the order in which they appear on the menus.



## Shortcut Command Keys

Some commands have shortcut keys. Pressing a shortcut key is the same as choosing the command. For example, pressing CONTROL + INSERT carries out the Copy command from the Edit menu. The shortcut key names are displayed next to the commands on the menus. Not all commands have shortcut keys, but the most commonly used commands do.



With shortcut keys, you bypass opening the menu and choosing the command, and immediately carry out the command. You will find shortcut keys convenient, whether you have a keyboard system or a mouse system.

For this command	Press this key
Undo	ALT + BACKSPACE
Cut	SHIFT + DELETE
Copy	CONTROL + INSERT
Paste	SHIFT + INSERT
Repeat Last Find	F3
Go To Page	F4
Normal (Character)	F5
Bold	F6
Italic	F7
Underline	F8

## The File Menu

Use the File menu commands to create, save, and print your Write documents. Both the Open and New commands let you save any changes to the active document before proceeding.



### New

The New command clears the window and opens a new, untitled document with the preset format and tabs. The document remains untitled until you give it a name with the Save command.

### Open

The Open command opens the document you select from the Open list box. If there is a active document, Write closes it.

You can also open different directories and disk drives with the Open command. Disk drives and directories are shown in square brackets in the list box. If you open a disk drive, the list box displays the documents and directories that are on the disk in that drive. If you open a directory, the list box displays the documents and subdirectories that are in that directory.

Write allows you to open Microsoft Word documents and other documents that are not in Write format. Some of these can or must be converted to Write format when you open them.

### Save

The Save command saves the document on the active disk in the active directory. If the document is untitled, the Save As dialog box appears.

### Save As

The Save As command lets you name or change the name of the active document, or save a new copy of the active document on a different disk or in a different directory.

You can save to a subdirectory by preceding the document name with the subdirectory name; for example, *jobs*.

If you have a hard disk, you can save to a different disk by preceding the document name with the drive name; for example, *b:*

The Save As command has options for saving a backup copy (selected automatically) and for saving a document as text (Windows ANSI format), in Microsoft Word format, or as non-formatted text (Microsoft Word Text format).

## Print

The Print command paginates the document and sends it to the active printer. Unless you have disabled the Windows Spooler (see "Printing Large Files" in Chapter 5), the Print command automatically runs it, and the Spooler icon appears on the screen. The Print command has options for the number of copies you want to print and for printing a selected page range. Write is preset to print one copy of the entire document. The Print command is disabled (gray) if you have not installed a printer using Windows Setup or the Add New Printer command in the Control Panel.

## Change Printer

The Change Printer command changes the active printer. You select the printer you want from a list box. The list box has the names of the printers you have installed in Windows. The appearance of your document on the screen may change when you choose Change Printer because Write always formats the document for the active printer.

## Repaginate

The Repaginate command paginates the document so you can preview the page breaks before printing. Write indicates page breaks by placing >> in the left margin. While Write is repaginating, you can approve or change page breaks with the Confirm Page Breaks option.

## Exit

The Exit command ends your Write session. If you have made changes in the active document (if any), but haven't yet saved them, Write asks you whether you want to save the changes. If you say yes, the Save dialog box appears.

## About Write...

The About Write command opens an information box that gives pertinent information about the Windows Write program, including its revision level. This box remains open until you press OK.

## The Edit Menu

The Cut and Copy commands in the Edit menu are disabled (gray) until you select some text. The Move Picture and Size Picture commands are disabled until you select a picture (graphics).

### **Undo**

The Undo command reverses your most recent action. The command name changes, depending on your most recent action: Undo Typing, Undo Formatting, or Undo Editing. If your most recent action was undo, the command changes to Undo, and you can use it to reverse the undo.

### **Cut**

The Cut command removes selected text or graphics from the document and puts it in the Clipboard. Pressing SHIFT+DELETE is the same as choosing Cut.

### **Copy**

The Copy command copies selected text or graphics to the Clipboard. Pressing the CONTROL+INSERT key is the same as choosing Copy.

### **Paste**

The Paste command inserts the contents of the Clipboard at the insertion point. Pressing the SHIFT+INSERT key is the same as choosing Paste. The contents of the Clipboard can be from a Write document or from another Windows application.

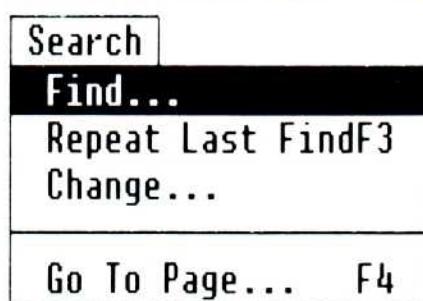
### **Move Picture**

The Move Picture command puts a move icon in the selected picture and a dotted frame around the picture. Move the icon with the LEFT and RIGHT keys or with the mouse until the dotted frame is positioned where you want the picture. Then press the ENTER key or click the mouse button to set the new position. Or, press the ESCAPE key to return to the original position.

Edit	Alt+Bksp
<u>Undo</u>	
<u>Cut</u>	Shift+Del
<u>Copy</u>	Ctrl+Ins
<u>Paste</u>	Shift+Ins
Move Picture	
Size Picture	

## Size Picture

The Size Picture command puts a size icon in the selected picture and a dotted frame around the picture. Use the DIRECTION keys or the mouse to move the size icon to the edge of the dotted frame. If you move to a corner, you can size in two dimensions. Move the size icon until the dotted frame is the size you want the picture to be. Then press the ENTER key or click the mouse button to set the new size. Or, press the ESCAPE key to return to the original size.



## The Search Menu

The Find command starts searching for text at the insertion point or at the end of the selection and goes to the end of the document; then it goes to the beginning of the document and continues searching to the insertion point or to the end of the selection. The Change command searches like the Find command. But, if you have characters or words selected, Change searches only within the selection.

You can use a question mark as a wildcard character in the search. For example, hea? might find "head," "heal," and "heap."

The Find and Change commands both have the Whole Word and Match Upper/Lowercase options. Select the Whole Word check box to assure that Write does not find the search text embedded in other text, such as "main" in "remainder." Select the Match Upper/Lowercase check box to find only those occurrences with the same capitalization as the search text. Otherwise, Write ignores capitalization while searching.

### Find

The Find command searches for a specific piece of text and selects it. The Find dialog box stays on the screen while Write searches. You can choose the Find Next button to continue searching. To close the Find dialog box, press the ESCAPE key.

### Repeat Last Find

The Repeat Last Find command continues the search for the text from the last Find or Change command. You can continue the search with Repeat Last Find even after you have closed the Find or Change dialog box. Pressing the F3 key is the same as choosing Repeat Last Find.

## Change

The Change command searches for a specific piece of text and selects and/or changes it. The Change dialog box stays on the screen while Write searches. You can choose the Find Next button or the Change then Find button to continue searching and changing. You can choose the Change All button to change all occurrences of the text automatically. If you make a selection before choosing the Change command, the command operates only within the selection. To close the Change dialog box, press the ESCAPE key.

## Go To Page

The Go To Page command scrolls to a specific page number. Write assigns page numbers when you print the document or paginate it with the Repaginate command. Pressing the F4 key is the same as choosing Go To Page.

---

## The Character Menu

To change the appearance of characters, select them before choosing a command from the Character menu. If you do not make a selection, the command applies to the next text you type. Otherwise, the text you type has the character formats of the text immediately preceding it.

Character formats do not appear on the screen if they are not supported by the active printer.

The formats assigned to the selected text have a checkmark by them on the menu. Choosing a command that is already checked unchecks it and removes the formatting.

Character	
Normal	F5
<input checked="" type="checkbox"/> Bold	F6
<input checked="" type="checkbox"/> Italic	F7
<input checked="" type="checkbox"/> Underline	F8
<input checked="" type="checkbox"/> Superscript	
<input checked="" type="checkbox"/> Subscript	
<input checked="" type="checkbox"/> 1. Helv	
<input checked="" type="checkbox"/> 2. Courier	
<input checked="" type="checkbox"/> 3. Tms Rmn	
<a href="#">Fonts...</a>	

### Normal

The Normal command removes all character formatting except font and font size changes from your text. Pressing the F5 key is the same as choosing Normal.

### Bold

The Bold command changes the character style to boldface. Pressing the F6 key is the same as choosing Bold.

## **Italic**

The Italic command changes the character style to italic. Pressing the F7 key is the same as choosing Italic.

## **Underline**

The Underline command underscores text. Pressing the F8 key is the same as choosing Underline.

## **Superscript**

The Superscript command raises characters above the baseline of the text. The superscript appears in a smaller size.

## **Subscript**

The Subscript command lowers characters below the baseline of the text. The subscript appears in a smaller size.

## **Font Names**

Up to three font names appear on the Character menu, depending on the active printer. Choose a font name to assign that font to text. Write changes the names and their order on the menu depending on the fonts you use most often.

## **Reduce Font**

The Reduce Font command reduces the size of a font to the next smaller size. If a smaller size is not supported by the active printer, there is no visible change on the screen.

## **Enlarge Font**

The Enlarge Font command increases the size of a font to the next larger size. If a larger size is not supported by the active printer, there is no visible change on the screen.

## **Fonts**

The Fonts command displays all the fonts and sizes available for the active printer. You can select a font and size from the lists to assign them to text. Or, you can enter a font name and size for a different printer and assign them to text.

## The Paragraph Menu

The commands in the Paragraph menu change the formats of a paragraph that contains the insertion point, or of all of the paragraphs in the active selection. When you start a new paragraph by pressing the ENTER key, it begins with the same formats as the preceding paragraph.

### **Normal**

The Normal command restores the preset paragraph formats: left-aligned, single-spaced, unjustified, with no indents.

### **Left**

The Left command aligns the paragraph flush left on the margin.

### **Centered**

The Centered command centers each line of the paragraph inside the active margins.

### **Right**

The Right command aligns the paragraph flush right on the margin.

### **Justified**

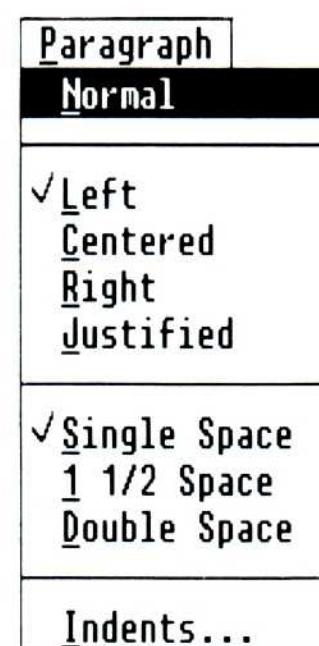
The Justified command justifies the paragraph. It fills in the spaces between words to align the paragraph on the left and right margins.

### **Single Space**

The Single Space command sets the line spacing with one-sixth inch between lines. If the line includes different font sizes, the line spacing will vary to accommodate the tallest character in the line.

### **1 1/2 Space**

The 1 1/2 Space command sets the line spacing with one-quarter inch between lines.

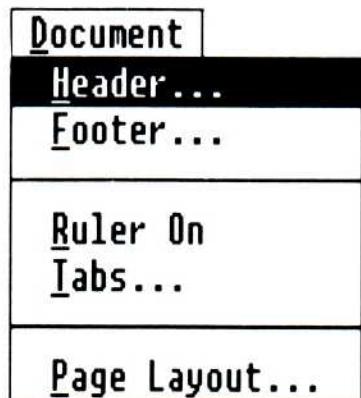


## Double Space

The Double Space command sets the line spacing with one-third inch between lines.

## Indents

The Indents command sets the distance that lines are indented from the margin. You can indent from the left and right margin, and you can indent the first line of a paragraph. Note that the Indents command does not change the margin itself. To change margins, you use the Page Layout command.




---

## The Document Menu

The commands in the Document menu affect the entire document. Headers, footers, and page numbers are displayed only on printed pages, not in your document on the screen.

### Header

The Header command opens the Header document and dialog box. The text you type in the Header document becomes the running header when you print the document. The dialog box options let you include page numbers, change the distance of the header from the top of the page, and print the header on page one.

### Footer

The Footer command opens the Footer document and dialog box. The text you type in the Footer document becomes the running footer when you print the document. The dialog box options let you include page numbers, change the distance of the footer from the bottom of the page, and print the footer on page one.

### Ruler On/Off

The Ruler On command displays the Ruler at the top of the window. If you have a mouse, you can use the Ruler to set tabs and paragraph formats. The Ruler Off command hides the Ruler.

## Tabs

The Tabs command sets tabs. You can set left-aligned tabs or decimal tabs. Write has preset tabs set at every half inch. The preset tabs do not appear in the Tabs dialog box or on the Ruler.

## Page Layout

The Page Layout command changes the margins for the printed page, changes the starting page number, and toggles the measurement between English and Metric (inches and centimeters; the preset is inches). The preset page layout leaves a 1-inch margin at the top and bottom of the page, and a 1.25-inch margin at the left and right of the page.



# Appendix Fonts and the Active Printer

This appendix describes how Microsoft Windows Write uses fonts with different types of printers.

The fonts provided with Windows are Courier, Helv, and Tms Rmn. Courier is a fixed-space font, and Helv and Tms Rmn are proportional-space fonts. Whether you can use a particular font with your Write documents depends on the printer(s) you have installed with Windows.

## The Active Printer

When you start Write, the active printer is the printer you specified when you installed Windows. If you installed more than one printer in Windows, you can change to a different printer in Write with the Change Printer command. The printer you change to becomes the active printer, and Write formats the document for that printer. Write also sends the document to that printer when you choose the Print command. For more information on the Change Printer command, see Chapter 5, "Printing a Document." For more information on installing printers and fonts, see the *Microsoft Windows User's Guide*.

When you change printers, you may notice a change in the font names on the Character menu and in the Fonts command dialog box. You may also notice that Write displays the text in your document in a different font. This is because Write uses the fonts that are available with the active printer. The rest of this appendix provides information on dot matrix and daisy wheel printers, and on the Hewlett-Packard LaserJet printer.

**Note** On some two-drive floppy disk systems, you may not be able to use all three of the fonts provided with Windows, even though your printer supports all three fonts. To see which fonts you have, look at the font names listed on the Character menu. For information on deleting one font and adding another, see the *Microsoft Windows User's Guide*.

---

**Dot matrix printers****Dot Matrix Printers**

If the active printer is a dot matrix printer, such as the Epson FX-80 or the IBM Graphics Printer, the list box in the Fonts command dialog box displays font choices available. Font names other than Courier, Helv, and Tms Rmn may be in the list box if you installed additional fonts from Windows Control Panel, or if the active printer is an Epson.

---

**Daisy wheel printers****Daisy Wheel Printers**

If the active printer is a daisy wheel printer, such as the NEC 3550, the list box in the Fonts command dialog box displays the names of fonts (print wheels) that are available for that printer. During printing, Windows Spooler prompts you to change the print wheel if it encounters a font change in the document.

---

**Hewlett-Packard LaserJet printer****Hewlett-Packard LaserJet Printer**

If the active printer is the Hewlett-Packard LaserJet, look at your font cartridge to see which fonts are available. When you use the Fonts command to specify font sizes, be sure to specify a size that is on your font cartridge.

# Index

- .BAK extension 10
- .BKP extension 10
- .DOC extension 9
- .WRI extension 9
- 1 1/2 Space command 44, 91
- About Write command 86
- Active printer *See* Printer
- Alignment
  - footer 53
  - header 53
  - number *See* Decimal tab
  - paragraph *See* Paragraph
  - tabs
    - left-align 54, 93
    - right-align 55
- ALT key, mouse combination 24
- ALT+BACKSPACE 84
- ALT+F6 52
- ANSI format document, opening 6
- Application
  - copying between 22
  - moving between 22
  - pasting
    - Clipboard use 20, 60
    - Microsoft Multiplan data 64
    - Microsoft Word text 71
    - Windows Paint graphics 61
    - Windows Write text 69, 74
  - running, memory requirements 60
  - running multiple applications 60
- Arrows (↔), page break characters 78, 86
- Asterisk (\*), footnote reference 72
- AUTOEXEC.BAT file 4
  
- Backing up Word documents 5
- BACKSPACE key
  - correcting typing mistakes 14
  - deleting paragraph marks 43
  - deleting text 20
  - SHIFT key combination *See* SHIFT+BACKSPACE
  
- Backup document 10, 85
- Bold command 84, 89
- Bold style
  - shortcut key 33, 84, 89
- Windows Write/Microsoft Word compatibility 73
  
- Centered command
  - footer alignment 53
  - header alignment 53
  - paragraph alignment 43, 91
- Change command 28, 88
- Change Printer command 81, 86
- Changing measurement 93
- Character
  - formatting *See* Formatting
  - highlighting 16
  - number in document 8
  - search character 27
  - style *See* Formatting
- Character menu commands 32, 89
- Character set
  - conversion 5
  - Windows ANSI 5
- Clipboard
  - contents
    - changing 64
    - format preservation 25
    - viewing 21, 60
  - description 20, 61
  - pasting applications into 20, 60
  - text
    - copying 22, 24
    - cutting 24
    - inserting 22, 87
    - moving 22
    - pasting 20
- CLIPBRD.EXE 21, 60
- Close command
  - dialog box closing 27, 29

**Close command (*continued*)**

Windows Write window closing 12

**Command**

1 1/2 Space 44, 91

About Write 86

Bold 84, 89

**Centered**

footer alignment 53

header alignment 53

paragraph alignment 43, 91

Change 28, 89

Change Printer 81, 86

Character menu 32, 89

**Close**

dialog box closing 27, 29

Windows Write window closing 12

**Copy**

disabled 86

shortcut key 84

copying text between documents 25

copying text within documents 24, 87

Windows Paint selection copying 62

Windows Write text copying 70

WRITE.EXE copying x

**Cut**

deleting text 20, 86

disabled 86

moving text between documents 25

moving text within documents 23

shortcut key combination 84

Document menu 49, 92

Double Space 44, 92

Edit menu 86

Enlarge Font 35, 90

Exit 86

File menu 84

Find 26, 28, 88

Font Names 90

**Fonts**

adding 39

changing 35, 36

display fonts 90

size, changing 37

size, display fonts 36, 90

**Footer**

page numbers entry 52

setting footers 50, 51, 92

Go To Page

scrolling to specific page 19, 80, 89

shortcut key 84

**Command (*continued*)**

**Header**

page numbers entry 52

setting headers 50, 51, 92

**Indents**

creating hanging indents 46

indenting paragraphs 46, 92

Italic 84, 90

Justified 43, 91

**Left**

footer alignment 53

header alignment 53

paragraph alignment 43, 91

Move Picture 65, 66, 86, 87

New 3, 84

**Normal**

removing character formats 89

removing paragraph formats 91

shortcut key 84

**Open**

directory 3, 84

disk drive 3, 84

document 3, 84

PRACTICE.WRI 30

Page Layout 57, 92

Paragraph menu 39, 91

**Paste**

copying text between documents 25

copying text within documents 24

inserting Clipboard contents 22, 87

Microsoft Multiplan, selection pasting 65

moving text between documents 25

moving text within documents 23

shortcut key 84

Windows Paint, pasting selections 63

Windows Write, pasting text 70

Print 76, 86

Quit *See* Exit

Reduce Font 35, 90

Repaginate 78, 79, 86

Repeat Last Find

shortcut key 84

text searching 27, 88

Resume 77

**Right**

footer alignment 53

header alignment 53

paragraph alignment 43, 91

Ruler Off 47, 56, 92

Ruler On 47, 56, 92

**Command (*continued*)****Save**

- creating backup documents 10, 85
- different versions of documents 9
- documents to different disk drives 11, 85
- documents to disk 7, 85
- documents to subdirectories 12, 85
- in different format 11
- naming documents 7, 85
- saving text 11

**Save As**

- creating backup documents 85
- documents to different disk drives 85
- documents to disk 85
- documents to subdirectories 85
- naming documents 85

**Search menu** 88**shortcut keys** 84**Single Space** 44, 91**Size Picture**

- disabled 87
- sizing pictures 67, 68, 88

**Subscript** 33, 90**Superscript** 33, 90**Tabs** 55, 93**Underline** 84, 90**Undo**

- action 30, 87
- footer 52
- header 52
- shortcut key 84

**CONTROL key, mouse combination** 19**CONTROL+END** 16**CONTROL+ENTER** 78**CONTROL+HOME** 16**CONTROL+LEFT** 15**CONTROL+PAGE DOWN** 15**CONTROL+PAGE UP** 15**CONTROL+RIGHT** 15**Conversion**

- character set 5
- document 5

**Copy command**

- copying text
  - between documents 25
  - within document 24, 87

disabled 87

shortcut key 84

Windows Paint, copying selections 62

Windows Write, copying text 70

**Copy command (*continued*)**

WRITE.EXE copying x

**Copying**

- between applications 22
- between documents 22, 25
- defined text 22
- keyboard procedure 24
- mouse procedure 24
- shortcut key 84
- Windows Paint selection 62
- Windows Write text 70
- within a document 24

WRITE.EXE x

Courier 65, 95, 96

Creating a document disk x

Cursor *See also* Insertion point moving 17**Cut command**

- disabled 87
- shortcut key combination 84
- deleting text 20, 87
- moving text
  - between documents 25
  - within document 23

Daisy wheel printer 96

Decimal tab 54, 55, 93

**DELETE key**

- deleting tabs 55
- deleting text 20, 87
- moving text
  - between documents 25
  - within document 23

**Deleting**

- methods 20
- paragraph mark 43
- tabs
  - keyboard procedure 55
  - Ruler procedure 57

text 20, 87

**Dialog box**

- Change command
  - closing 29, 89
  - display 28
- Find command
  - closing 27, 89
  - display 26

Fonts command 37

Footer command 51

**Dialog box (*continued*)**

Go To Page command 19

Header command 51

Indents command 46

Open command 3

Page Layout command 57

Print command 76

Repaginate command 79

Save command 7

selecting 52

Tabs command 55

**DIRECTION keys**

moving the insertion point 15

picture sizing 67, 88

Directory opening 3, 85

Disabling print spooler 77

**Disk**

creating a document disk x

removing or changing, restrictions x

Disk drive opening 3, 85

**Document**

**backup**

Microsoft Word 10, 85

character number display 8

conversion 5

copying between 22, 25

format *See* Formatting

Microsoft Word use 71, 74

moving text between 22, 25

MS-DOS Executive 4

naming 7, 9, 85

non-ANSI character set, conversion 5

non-Write format, opening 5

opening 3, 84

Microsoft Word 85

other formats 85

paginating *See* Paginating

pasting between 20

printing 76, 86

renaming 85

replacing 9

saving

  backup document 10, 85

  formats 85

  frequency 7

  Microsoft Word format 11

  non-formatted text 11

  procedure 7, 85

  text format, Microsoft Word 85

  text format, Windows ANSI 85

**Document (*continued*)**

**saving (*continued*)**

  text only 11

  to different disk drive 11, 85

  to subdirectory 12, 85

  versions 9

  Windows ANSI format 11

selecting 19

  text *See* Text

Document menu commands 49, 92

Document name extension 9

Document disk, creating x

DOS manual 4

Dot matrix printer 96

Dotted line, page break character 78

Double Space command 44, 92

DOWN key

  GOTO key combination *See* GOTO + DOWN

  moving the insertion point 15

  picture sizing 68

  SHIFT key combination *See* SHIFT + DOWN

Edit menu commands 87

Editing

  between searches 27

  Windows Write disk removal restrictions x

END key

  CONTROL key combination *See* CONTROL + END

  insertion point moving 15

Enlarge Font command 35, 90

ENTER key

  inserting blank lines 14

  inserting paragraph mark 14, 41

  moving a picture 66

Epson FX-80 printer 96

ESCAPE key

  closing a dialog box

  Change command 29, 89

  Find command 27, 88

execution

  Footer command 52

  Header command 52

Exit command 86

F2 key 24, 25, 84

F3 key 27, 84, 88

F4 key 84, 89

F5 key 33, 84, 89

F6 key 33, 84, 89  
 F7 key 33, 84, 89  
 F8 key 33, 84, 89  
 File menu commands 84  
 File *See also* Document 9  
 Filename extension  
   .BAK 10  
   .BKP 10  
   .DOC 9  
   .WRI 9  
   definition 9  
 Find command 26, 28, 88  
 Finding *See* Searching  
 Font  
   adding 39  
   changing 34, 36  
   Courier 65, 95, 96  
   defined 34  
   display 34, 90  
   fixed-space 65, 95  
   Helv 65, 95, 96  
   Microsoft Word 72  
   point size 39  
   printer effect 81, 95  
   printing 38  
   proportional-space 65, 95  
   selecting 89, 90  
   size  
     display 36, 90  
     enlarging 35, 37, 90  
     reducing 35, 37, 90  
   spreadsheet data 65  
   Tms Rmn 95, 96  
   types 95  
 Font Names command 90  
 Fonts command  
   font  
     adding 39  
     changing 35, 36  
     display 90  
     display size 36, 90  
     size changing 37  
 Footer  
   alignment 53  
   defined 50  
   setting 50, 51, 92  
   undoing 52  
 Windows Write/Microsoft Word  
   compatibility 72  
 Footer command  
   setting footers 50, 51, 92  
   page numbers entry 52  
 Footnotes 72  
 Format Character menu 73  
 Format Paragraph menu 73  
 Formatting  
   available formats 11  
   character format  
     display 32  
     removing 89  
     saving 32  
     styles 33  
   Clipboard contents 25  
   defined 31  
   display on screen 89  
   documents 50, 84, 92  
   elimination or changing 11  
   fonts *See* Font  
   paragraphs  
     command procedure 40  
     removing format 91  
     Ruler procedure 47, 92  
   Windows Write/Microsoft Word  
     compatibility 72  
 printer change effect 81  
 style sheet 73  
 Go To Page command  
   scrolling to specific page 19, 80, 89  
   shortcut key 84  
 GOTO key 15, 16  
 GOTO+DOWN 15  
 GOTO+LEFT 15  
 GOTO+PAGE DOWN 16  
 GOTO+PAGE UP 16  
 GOTO+RIGHT 15  
 GOTO+UP 15  
 Graphics  
   Microsoft Word noncompatibility 74  
 Hanging indent 46  
 Header  
   alignment 53  
   defined 50  
   example 53  
   setting 50, 51, 53, 92  
   undoing 52

**Header (*continued*)**

Windows Write/Microsoft Word compatibility 72

**Header command**

setting headers 50, 51, 92  
page numbers entry 52

**Helv** 65, 95, 96

Hewlett-Packard LaserJet printer 96

**Highlighting text** 16

**HOME key**  
CONTROL key combination *See* CONTROL+HOME  
moving the insertion point 15

**Hyphen (-), Windows Write/Microsoft Word compatibility** 73

**IBM Graphics printer** 96

**Indenting**  
command procedure 45, 92

hanging indent 46

Ruler procedure 48

**Indents command**

creating a hanging indent 46  
indenting paragraphs 46, 92

**Information Display, Windows Write** 86

**INSERT key**

Paste command shortcut 84

copying text  
between documents 25

within documents 24

inserting text 22, 87

moving text

between documents 25  
within documents 23

**Inserting**

Clipboard contents 22, 87

methods 21

page breaks 78

page number 52

paragraph mark 41

text 21, 87

**Insertion point moving**

keyboard procedure 15

mouse procedure 17

**Installing Microsoft Windows** ix

**Italic command** 84, 90

**Italic style**

formatting command 90

shortcut key 33, 84, 90

**Windows Write/Microsoft Word compatibility** 73

**Justified command** 43, 91

**Key**

command shortcut keys 84

**Keyboard**

deleting tabs 55

moving the insertion point 15

picture

moving 65, 87

selecting 65, 67

sizing 67, 88

scrolling 16

text

copying 24

highlighting 16

moving 23

selecting 16

**Large files, printing** 77

**Leaving Write** 86

**Left command**

footer alignment 53

header alignment 53

paragraph alignment 43, 91

**LEFT key**

CONTROL key combination *See* CONTROL+LEFT; SHIFT+CONTROL+LEFT

GOTO key combination *See* GOTO+LEFT

moving the insertion point 15

picture

moving 66, 87

sizing 68

SHIFT key combination *See*

SHIFT+CONTROL+LEFT; SHIFT+LEFT

**Left-align tab** 54, 93

**Line break** 81

**Line selecting**

keyboard procedure 16

selection bar procedure 18

**Line spacing**

1 1/2 space 44, 91

command procedure 44, 91

double space 44, 91

Ruler procedure 48

single space 44, 91

**Windows Write/Microsoft Word compatibility** 72

Margin  
  changing 57, 93  
Windows Write/Microsoft Word  
  compatibility 72

Measurement  
  changing 93

Memory  
  multiple applications running 60  
  multiple windows opening 6

Message, printing 77

Microsoft Multiplan 64

Microsoft Windows, installing ix

Microsoft Word 71, 72, 74

Microsoft Word document  
  backing up 10  
  saving in Word format 11

Mouse  
  ALT key combination 24  
  CONTROL key combination 19  
  dialog box  
    selecting 52  
  moving the insertion point 17  
  left button use ix  
  picture  
    moving 66, 87  
    selecting 66, 68  
    sizing 68, 88  
  Ruler *See* Ruler  
  scrolling 17  
  text  
    copying 24  
    moving 24  
    selecting 18

Move Picture command 65, 66, 87

Moving  
  insertion point  
  keyboard procedure 15  
  mouse procedure 17

page break 80

picture  
  keyboard procedure 65, 87  
  mouse procedure 66, 87

text  
  between applications 22  
  between documents 22, 25  
  defined 22  
  keyboard procedure 23  
  mouse procedure 24  
  within document 23, 24

MS-DOS Executive document 4

Multiplan *See* Microsoft Multiplan

Naming documents 7, 9, 85

NEC 3550 printer 96

New command 3, 85

Non-ANSI character sets 5

Non-formatted text, saving document as 11

Non-Write document, opening 85

Normal command  
  removing  
    character format 89  
    paragraph format 91  
    shortcut key 84

Number alignment *See* Decimal tab

Open command  
  opening  
    directory 3, 85  
    disk drive 3, 85  
    document 3, 85  
    PRACTICE.WRI 30

Opening documents  
  ANSI format 6  
  Microsoft Word format 85  
  non-Write format 5, 85

Page break *See* Paginating

PAGE DOWN key  
  CONTROL key combination *See* CONTROL + PAGE DOWN

GOTO key combination *See* GOTO + PAGE DOWN  
  scrolling 16

Page Layout command 57, 93

Page numbering *See* Paginating

PAGE UP key  
  CONTROL key combination *See* CONTROL + PAGE UP

GOTO key combination *See* GOTO + PAGE UP  
  scrolling 16

Paginating  
  automatic 78  
  defined 78  
  methods 19  
  page break  
    characters 78, 86  
    inserting 78  
    moving 80

**Paginating (continued)**

**page break (continued)**

- preview 78, 86
- printer change effect 81
- searching 27

**page number**

- header position 92
- inserting 52
- starting page specification 57, 93

**Windows Write/Microsoft Word compatibility** 72

**Print command** 85

**Repaginate command** 79, 86

**Paint** *See* Windows Paint

**Paragraph**

**alignment**

- centered 43, 91
- justified 43, 91
- left 43, 91
- right 43, 91

**Ruler procedure** 48

**beginning** *See* Paragraph mark

**formatting** *See* Formatting

**hanging indents** 46

**indenting**

- command procedure 45, 92
- hanging indent 46

**joining** 43

**line spacing** *See* Line spacing

**selecting** 18

**Paragraph mark**

**deleting** 43

**inserting** 41

**searching** 27

**Paragraph menu commands** 39, 91

**Paste command**

**copying text**

- between documents 25
- within documents 24

**inserting Clipboard contents** 22, 87

**Microsoft Multiplan, pasting selections** 65

**moving text**

- between documents 25
- within documents 23

**shortcut key** 84

**Windows Paint, pasting selection** 63

**Windows Write, pasting text** 70

**Pasting**

- applications to Windows Write** 60
- between applications** 20

**Pasting (continued)**

**between documents** 20

**Clipboard contents** 20, 22, 60

**Microsoft Multiplan data** 64

**Microsoft Multiplan to Windows Write** 65

**Microsoft Word text** 71

**shortcut key** 84

**Windows Paint graphics** 61

**Windows Paint to Windows Write** 63

**Windows Write text** 69, 74

**Windows Write to Windows Paint** 69, 70

**Picture**

**moving**

- keyboard procedure** 65, 87
- mouse procedure** 66, 87

**selecting**

- keyboard procedure** 65, 67
- mouse procedure** 66, 68

**sizing**

- keyboard procedure** 67, 88
- mouse procedure** 68, 87

**Point size, of font** 39

**PRACTICE.DOC** 41, 53

**PRACTICE.WRI** 30

**Print command** 76, 86

**Print spooler, disabling** 77

**Printer**

- active printer** 81, 93
- changing** 81, 86
- daisy wheel** 96
- dot matrix** 96
- font, effect** 81, 95
- format, effect** 81
- listing** 81, 86

**Printing**

- canceling** 77
- document** 76, 86
- font varieties** 38
- large files** 77
- message** 77
- resuming** 77

**Question mark (?), wildcard character** 27, 88

**Quit command** *See* Exit command

**Reduce Font command** 35, 90

**Renaming documents** 85

**Repaginate command** 78, 79, 86

Repeat Last Find command  
     shortcut key 84  
     text searching 27, 88

Replacing existing documents 9

Resume command 77

Right command  
     footer alignment 53  
     header alignment 53  
     paragraph alignment 43, 91

RIGHT key  
     CONTROL key combination *See*  
         CONTROL + RIGHT; SHIFT + CONTROL + RIGHT  
     GOTO key combination *See* GOTO + RIGHT  
     moving the insertion point 15  
     picture  
         moving 66, 87  
         sizing 68, 88  
     SHIFT key combination *See*  
         SHIFT + CONTROL + RIGHT; SHIFT + RIGHT

Right-align tab 55

Ruler  
     display 47, 56, 92  
     hiding 47, 56, 92  
     indenting 48  
     line spacing 48  
     paragraph  
         alignment 48  
         formatting 47, 92  
     tabs  
         deleting 57  
         setting 56, 92

Ruler Off command 47, 56, 92

Ruler On command 47, 56, 92

Running footer *See* Footer

Running head *See* Header

Save As command  
     creating a backup document 85  
     naming documents 85  
     saving documents  
         procedure 85  
         to different disk drive 85  
         to subdirectory 85  
         versions 9

Save command  
     creating a backup document 10, 85  
     formatted saving 11  
     naming documents 7, 85  
     saving documents

Save command (*continued*)  
     saving documents (*continued*)  
         procedure 7, 85  
         to different disk drive 11, 85  
         to subdirectory 12, 85  
         saving text 11

Saving  
     backup document 10, 85  
     character formats 32  
     document  
         frequency 7  
         procedure 7, 85  
         to different disk drive 11, 85  
         to subdirectory 12, 85  
         versions 9  
     frequency 7  
     Microsoft Word format 11  
     non-formatted text 11  
     text 11  
     Windows ANSI format 11

Scrolling  
     defined 14  
     keyboard procedure 16  
     mouse procedure 17  
     specific page 19, 80, 89

Search character  
     ^d 27  
     ^p 27  
     ^t 27  
     ^w 27

Search menu commands 88

Searching  
     case options 88  
     characters 27  
     direction 87  
     editing between searches 27  
     page breaks 27  
     paragraph mark 27  
     repeating 27, 88  
     replacing found text 28, 89  
     tab character 27  
     text 26, 87, 88  
     white space 27  
     whole word option 88  
     wildcard character 27, 88

Selecting  
     defined 14  
     dialog box 52  
     document 19  
     fonts 89, 90

**Selecting (continued)**

line 16, 18  
 paragraph 18  
 picture  
   keyboard procedure 65, 67  
   mouse procedure 66, 68  
 text  
   keyboard procedure 16  
   mouse procedure 18  
   selection bar procedure 18  
   word 18  
 Selection bar 18  
 SHIFT key  
   mouse combination 18, 19  
   text highlighting 16  
 SHIFT+CONTROL+LEFT 16  
 SHIFT+CONTROL+RIGHT 16  
 SHIFT+DELETE 20, 23, 25, 84, 87  
 SHIFT+DOWN 16  
 SHIFT+LEFT 16  
 SHIFT+RIGHT  
   selecting a character 16  
   selecting a picture 65, 67  
 SHIFT+UP 16  
 SHIFT+ALT, mouse combination 24  
 Shortcut keys 84  
 Shortcut style  
   formatting commands 89  
 Single Space command 44, 91  
 Size icon 88  
 Size Picture command  
   disabled 87  
   picture sizing 67, 68, 88  
 Special characters 27  
 Spreadsheet data 65  
 Standard application pasting 60  
 Style sheet format 73  
 Subdirectory, saving to 12, 85  
 Subscript  
   creating 33, 90  
   definition 33  
   Windows Write/Microsoft Word  
     compatibility 73  
 Subscript command 33, 90  
 Superscript  
   creating 33, 89  
   definition 33  
   Windows Write/Microsoft Word  
     compatibility 73  
 Superscript command 33, 90

**Tab**

decimal tab 54, 55, 93  
 deleting  
   keyboard procedure 55  
   Ruler procedure 57  
 left-align 54, 93  
 new document 85  
 preset 54  
 right-align 55  
 setting  
   command procedure 55, 93  
   Ruler use 56, 93  
 Windows Write/Microsoft Word  
   compatibility 72  
 Tab character searching 27  
 Tabs command 55, 93  
 Text  
   changing 28, 29  
   copying *See* Copying  
   deleting 20, 87  
   display 14  
   formatting *See* Formatting  
   highlighting 16  
   inserting 21, 87  
   moving  
     between documents 22, 25  
     defined 22  
     keyboard procedure 23  
     mouse procedure 24  
   saving 11  
   searching *See* Searching  
   selecting  
     keyboard procedure 16  
     mouse procedure 18  
     selection bar procedure 18  
   typing 14, 21  
     typing over 20  
 Tms Rmn 95, 96  
 Two-drive system  
   font support 95  
   saving to different disk drive 11  
   Windows Write running x  
 Typing 14, 21

**Underline**

shortcut key 33, 84  
 underlining text 90  
 Windows Write/Microsoft Word  
   compatibility 73

- Underline command 84, 90
- Undo command
  - undoing
    - action 30, 87
    - footer 52
    - header 52
  - shortcut key 84
- UP key
  - GOTO key combination *See* GOTO + UP
  - moving the insertion point 15
  - picture sizing 68
  - SHIFT key combination *See* SHIFT + UP
- White space searching 27
- Wildcard character 27, 88
- Window
  - clearing 85
  - opening multiple windows 6
- Windows ANSI character set 5
- Windows ANSI format, saving document in 11
- Windows application
  - defined 61
  - pasting to Windows Write 60
- Windows Paint
  - description 61
  - pasting from Windows Write 69
  - pasting to Windows Write 61, 63
- Windows Spooler 86
- Windows Write
  - Microsoft Word compatibility 71, 72, 74
  - package contents ix
  - pasting from
    - Microsoft Multiplan 64
    - Windows Paint 61
  - pasting to
    - applications 69
    - Windows Paint 69
  - running on a two-drive system x
  - screen 2
  - window
    - closing 12
    - opening multiple windows 6
- Windows Write disk, removal restrictions x
- Windows Write Information Display 86
- Word
  - highlighting 16
  - selecting 18
- Word document, backing up 5
- Wordwrap defined 14
- Write *See* Windows Write
- WRITE.EXE
  - copying x
  - opening multiple windows 6
  - running Windows Write x



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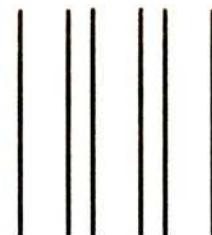
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